

User's Guide

Safety and Legal

Basic User's Guide

Advanced User's Guide



Safety and Legal

(HL-4140CN / 4150CDN / 4570CDW(T) / DCP-9055CDN / MFC-9460CDN / 9465CDN)

Please read this booklet before attempting to operate the product, or before attempting any maintenance. Failure to follow these instructions may result in an increased risk of fire, electrical shock, burns or suffocation.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold Bold typeface identifies specific

buttons on the product's control panel, on the computer screen.

Italics Italicized typeface emphasizes

an important point or refers you

to a related topic.

Text in the Courier New font Courier New

identifies messages on the

LCD of the product.

▲ WARNING

WARNING indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

CAUTION

CAUTION indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

IMPORTANT

IMPORTANT indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.



Notes tell you how you should respond to a situation that may arise or give tips about how the operation works with other features.



Electrical Hazard icons alert you to possible electrical shock.



Improper Setup icons alert you to devices and operations that are not compatible with the product.



Hot Surface icons warn you not to touch product parts that are hot.

Follow all warnings and instructions marked on the product.



The illustrations in this guide show the HL-4150CDN and MFC-9460CDN.

Version A

Compilation and Publication

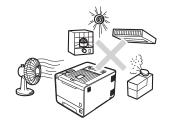
Under the supervision of Brother Industries, Ltd., this manual has been compiled and published, covering the latest product descriptions and specifications.

The contents of this manual and the specifications of this product are subject to change without notice.

Brother reserves the right to make changes without notice in the specifications and materials contained herein and shall not be responsible for any damages (including consequential) caused by reliance on the materials presented, including but not limited to typographical and other errors relating to the publication.

Choosing a location

Put your product on a flat, level, stable surface that is free of vibration and shocks, such as a desk. Put the product near a telephone socket and a standard grounded electrical socket. Choose a location where the temperature remains between 10°C and 32.5°C and the humidity is between 20% to 80% (without condensation).







MARNING

DO NOT expose the product to direct sunlight, excessive heat, open flames, salty or corrosive gasses, moisture or dust.

DO NOT place the product near heaters, air conditioners, desk fan, refrigerators, water or chemicals.

A CAUTION

Avoid placing your product in a high-traffic area.

DO NOT put the product where the ventilation holes of the product are blocked. Keep a gap of roughly 100 mm between the ventilation holes and the wall.

DO NOT connect your product to electrical sockets controlled by wall switches or automatic timers, or to the same circuit as large appliances that might disrupt the power supply.

Disruption of power can delete information from the product's memory.

Avoid interference sources, such as other cordless telephone systems or speakers.

Make sure cables leading to the product do not constitute a trip hazard.

DO NOT eat Silica Pack. Discard immediately.

To use the product safely

A WARNING



There are high voltage electrodes inside the product. Before you clean the inside of the product, make sure you have unplugged the telephone line cord first (MFC only) and then the power cord from the electrical socket. Doing this will prevent an electrical shock.





DO NOT handle the plug with wet hands. Doing this might cause an electrical shock.

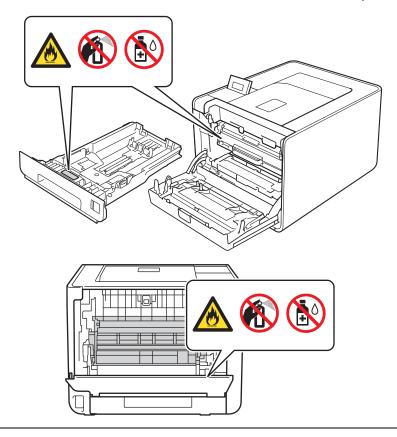


Always make sure the plug is fully inserted.

This product must be installed near an electrical socket that is easily accessible. In case of an emergency, you must unplug the power cord from the electrical socket to shut off the power completely.

Plastic bags are used in the packing of your product and drum unit. Plastic bags are not toys. To avoid the danger of suffocation, keep these bags away from babies and children and dispose of them properly.

DO NOT use flammable substances near the product. DO NOT use any type of spray to clean the inside or outside of the product. Doing this may cause a fire or electrical shock. See *Routine Maintenance* in the *User's Guide/Basic User's Guide* for how to clean the product.



DO NOT use a vacuum cleaner to clean up scattered toner. Doing this might cause the toner dust to ignite inside the vacuum cleaner, potentially starting a fire. Please carefully clean the toner dust with a dry, lint-free soft cloth and dispose of it according to local regulations.

Be careful not to inhale toner.

- This product is heavy and weighs more than 21.0 kg (46.3 lb) for Printer, and more than 26.5 kg (58.4 lb) for MFC/DCP. To prevent injuries when moving or lifting this product, make sure to use at least two people. Be careful not to pinch your fingers when you set the product back down.
- If you use a Lower Tray, carry it separately from your product.



(MFC only)

Use caution when installing or modifying telephone lines. Never touch telephone wires or terminals that are not insulated unless the telephone line has been unplugged at the wall socket. Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location.

(MFC only)

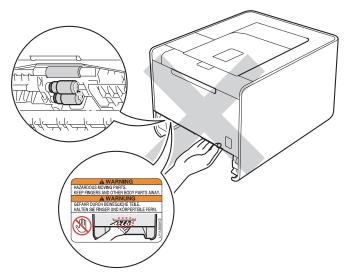
When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electrical shock and injury to people, including the following:

- 1 DO NOT use this product near water, for example, near a bath tub, wash bowl, kitchen sink or washing product, in a wet basement or near a swimming pool.
- 2 Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
- 3 DO NOT use this product to report a gas leak in the vicinity of the leak.
- 4 We DO NOT advise using an extension lead.
- 5 Never install telephone wiring during a lightning storm. Never install a telephone wall socket in a wet location.
- 6 If any cables become damaged, disconnect your product, and contact your Brother dealer.
- 7 DO NOT place any objects on the product, or obstruct the air vents.
- 8 This product should be connected to an adjacent grounded AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.

SAVE THESE INSTRUCTIONS

▲ WARNING

DO NOT touch the shaded parts shown in the illustration. These rollers may be rotating at high speed.

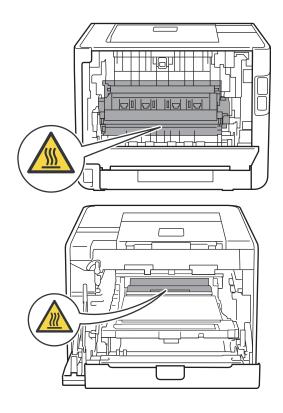


Languages on the label may vary depending on your country.

A CAUTION

M HOT SURFACE

After you have just used the product, some internal parts of the product will be extremely hot. Wait for the product to cool down before you touch the internal parts of the product.



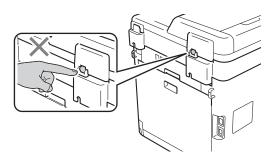
(MFC and DCP only)

Some areas of the product can cause injury if covers (shaded) are closed with force. Take care when placing your hand in the areas shown in the illustrations.



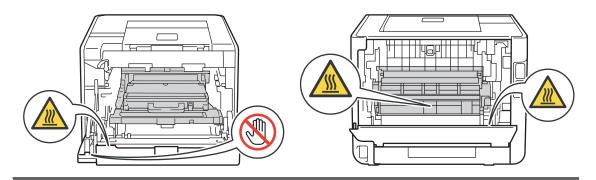
(MFC and DCP only)

To prevent injuries, be careful not to put your fingers in the areas shown in the illustrations.



! IMPORTANT

DO NOT remove or damage any of the caution or warning labels inside the product.



Important safety instructions

- 1 Read all of these instructions.
- 2 Save them for later reference.
- 3 Follow all warnings and instructions marked on the product.
- 4 Unplug this product from the wall socket before cleaning inside of the product. DO NOT use liquid or aerosol cleaners. Use a dry, lint-free soft cloth for cleaning.
- 5 DO NOT place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to the product.
- 6 Slots and openings in the casing at the back or bottom are provided for ventilation. To ensure reliable operation of the product and to protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on a bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heater. This product should never be placed in a built-in installation unless adequate ventilation is provided.
- 7 This product should be connected to an AC power source within the range indicated on the rating label. DO NOT connect it to a DC power source or inverter. If you are not sure, contact a qualified electrician.
- 8 This product is equipped with a 3-wire grounded plug. This plug will only fit into a grounded power outlet. This is a safety feature. If you are unable to insert the plug into the outlet, call your electrician to replace your obsolete outlet. DO NOT defeat the purpose of the grounded plug.
- 9 Use only the power cord supplied with this product.
- 10 DO NOT allow anything to rest on the power cord. DO NOT place this product where people can walk on the cord.
- 11 Use the product in a well-ventilated area.
- 12 The power cord, including extensions, should be no longer than 5 metres (16.5 feet).

 DO NOT share the same power circuit with other high powered appliances, such as an air conditioner, copier, shredder, and so on.
- 13 DO NOT place anything in front of the product that will block received faxes or printed pages. DO NOT place anything in the path of received faxes or printed pages.
- 14 Wait until pages have exited the product before picking them up.
- 15 Unplug this product from the power socket and refer all servicing to Brother Authorized Service Personnel under the following conditions:
 - When the power cord is damaged or frayed.
 - If liquid has been spilled into the product.
 - If the product has been exposed to rain or water.
 - If the product does not operate normally when the operating instructions are followed. Adjust only those controls that are covered by the operating instructions. Incorrect adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.

- If the product has been dropped or the casing has been damaged.
- If the product exhibits a distinct change in performance, indicating a need for service.
- 16 To protect your product against power surges, we recommend the use of a power protection device (Surge Protector).
- 17 To reduce the risk of fire, electric shock and injury to people, note the following:
 - DO NOT use this product near appliances that use water, a swimming pool or in a wet basement.
 - DO NOT use the product during an electrical storm (there is the remote possibility of an electrical shock) or to report a gas leak (MFC only) in the vicinity of the leak.
 - DO NOT use this product in the vicinity of a gas leak.

Regulation

Approval Information (MFC only)

THIS EQUIPMENT IS DESIGNED TO WORK WITH A TWO WIRE ANALOGUE PSTN LINE FITTED WITH THE APPROPRIATE CONNECTOR.

Brother advises that this product may not function correctly in a country other than where it was originally purchased, and does not offer any warranty in the event that this product is used on public telecommunication lines in another country.

Declaration of Conformity (Europe only) (HL-4570CDW / HL-4570CDWT / MFC-9460CDN / MFC-9465CDN only)

We, Brother Industries, Ltd.

15-1, Naeshiro-cho, Mizuho-ku, Nagoya 467-8561 Japan

declare that this product is in compliance with the essential requirements of Directives 1999/5/EC and 2005/32/EC.

The Declaration of Conformity (DoC) is on our Website.

Please go to http://solutions.brother.com/.

- → choose region (eg. Europe)
- → choose country
- → choose your model
- → choose "Manuals"
- → choose Declaration of Conformity (Select Language when required.)

Declaration of Conformity (Europe only) (HL-4140CN / HL-4150CDN / DCP-9055CDN only)

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declare that this product is in compliance with the essential requirements of Directives 2004/108/EC. 2006/95/EC and 2005/32/EC.

The Declaration of Conformity (DoC) is on our Website.

Please go to http://solutions.brother.com/.

- → choose region (eg. Europe)
- → choose country
- → choose your model
- → choose "Manuals"
- → choose Declaration of Conformity (Select Language when required.)

IEC60825-1:2007 Specification (For 220-240V Models Only)

This product is a Class 1 laser product as defined in IEC60825-1:2007 specifications. The label shown below is attached in countries where required.

This product has a Class 3B Laser Diode which emits invisible laser radiation in the Scanner Unit. The Scanner Unit should not be opened under any circumstances.



Internal Laser radiation

Wave length: 770 - 800 nm

Output: 20 mW max. Laser Class: Class 3B

▲ WARNING

Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

Disconnect device

This product must be installed near an electrical socket that is easily accessible. In case of emergencies, you must disconnect the power cord from the electrical socket to shut off power completely.

Wiring information (U.K. only)

If you need to replace the plug fuse, fit a fuse that is approved by ASTA to BS1362 with the same rating as the original fuse.

Always replace the fuse cover. Never use a plug that does not have a cover. If in any doubt, call a qualified electrician.

Warning -This product must be earthed.

The wires in the mains lead are coloured in line with the following code:

■ Green and Yellow: Earth

■ Blue: Neutral■ Brown: Live

LAN connection (Network models only)

A CAUTION

DO NOT connect this product to a LAN connection that is subject to over-voltages.

Radio interference

This product complies with EN55022 (CISPR Publication 22)/Class B.

EU Directive 2002/96/EC and EN50419



This equipment is marked with the above recycling symbol. It means that at the end of the life of the equipment you must dispose of it separately at an appropriate collection point and not place it in the normal domestic unsorted waste stream. This will benefit the environment for all. (European Union only)

International ENERGY STAR® Qualification Statement (except HL-4140CN)

The purpose of the International ENERGY STAR® Program is to promote the development and popularization of energy-efficient office equipment.

As an ENERGY STAR[®] Partner, Brother Industries, Ltd. has determined that this product meets the ENERGY STAR[®] specifications for energy efficiency.



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(For Windows®) "X:\\License.txt" (where X is your drive letter).

(For Macintosh) Double-click the CD-ROM icon on your desktop. Then double-click the **Utilities** icon. License.rtf will appear.

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©2010 Devicescape Software, Inc.

This product includes the "KASAGO TCP/IP" software developed by ZUKEN ELMIC, Inc.

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U.S.Patent Office 5,860,082/6,260,156

 $\mathsf{FlashFX}^{\mathbb{B}}\,\mathsf{Pro^{\text{\tiny{TM}}}}\;\mathsf{is}\;\mathsf{a}\;\mathsf{trademark}\;\mathsf{of}\;\mathsf{Datalight},\;\mathsf{Inc}.$

 $\label{eq:definition} \textbf{Datalight}^{\text{\&}} \ \textbf{is a registered trademark of Datalight, Inc.}$

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- Bonds or other certificates of indebtedness
- Certificates of Deposit
- Armed forces service or draft papers
- Passports
- Postage stamps (cancelled or uncancelled)
- Immigration papers
- Welfare documents
- Cheques or drafts drawn by governmental agencies
- Identifying badges or insignias

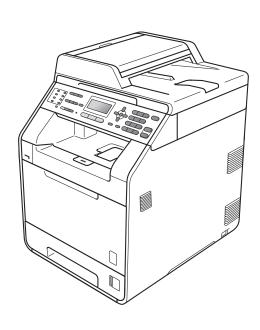
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Copyrighted works cannot be copied lawfully, subject to the "fair dealing" exception relating to sections of a copyrighted work. Multiple copies would indicate improper use. Works of art should be considered the equivalent of copyrighted works.

brother



BASIC USER'S GUIDE



MFC-9460CDN MFC-9465CDN

Not all models are available in all countries.

If you need to call Customer Service

Please complete the following information for future reference:

Model Number: MFC-9460CDN and MFC-9465CDN (Circle your model number)

Place of Purchase:

The serial number is on the back of the unit. Retain this User's Guide with your sales receipt as a permanent record of your purchase, in the event of theft, fire or warranty service.

Register your product on-line at

http://www.brother.com/registration/

User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
Safety and Legal	Please read the Safety Instructions before you set up your machine.	Printed / In the box
Quick Setup Guide	Read this Guide first. Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
Basic User's Guide	Learn the basic Fax, Copy, Scan and Direct Print operations and how to replace consumables. See troubleshooting tips.	Printed / In the box For HUN/BUL/ROM/POL/SVK/CZE: PDF file / Documentation CD-ROM / In the box
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / Documentation CD-ROM / In the box
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning, Remote Setup, PC-Fax, and using the Brother ControlCenter utility.	PDF file / Documentation CD-ROM / In the box
Network Glossary	This Guide provides basic information about advanced network features of Brother machines along with general networking and common terms.	PDF file / Documentation CD-ROM / In the box
Network User's Guide	This Guide provides useful information of wired and wireless network settings and security settings using Brother machine. You can also find supported protocol information for your machine and the detailed troubleshooting tips.	PDF file / Documentation CD-ROM / In the box

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General information

Using the documentation

Thank you for buying a Brother machine! Reading the documentation will help you make the most of your machine.

Symbols and conventions used in the documentation

The following symbols and conventions are used throughout the documentation.

Bold Bold style identifies keys on the

machine control panel or

computer screen.

Italics Italicized style emphasizes an

important point or refers you to

a related topic.

Courier New Courier New font identifies the messages shown on the LCD

of the machine.

WARNING

<u>WARNING</u> indicates a potentially hazardous situation which, if not avoided, could result in death or serious injuries.

CAUTION

<u>CAUTION</u> indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injuries.

IMPORTANT

<u>IMPORTANT</u> indicates a potentially hazardous situation which, if not avoided, may result in damage to property or loss of product functionality.



Electrical Hazard icons alert you to a possible electrical shock.



Hot Surface icons warn you not to touch machine parts that are hot.



Notes tell you how you should respond to a situation that may arise or give tips about how the current operation works with other features.

Accessing the Advanced User's Guide, Software User's Guide and Network User's Guide

This Basic User's Guide does not contain all the information about the machine such as how to use the advanced features Fax, Copy, Printer, Scanner, PC-Fax and Network. When you are ready to learn detailed information about these operations, read the Advanced User's Guide, Software User's Guide, Network Glossary and Network User's Guide that are on the Documentation CD-ROM.

Viewing Documentation

1 Turn on your computer. Insert the Documentation CD-ROM into your CD-ROM drive.



(Windows[®] users) If the screen does not appear automatically, go to **My Computer** (**Computer**), double-click the CD-ROM icon, and then double-click **index.html**.

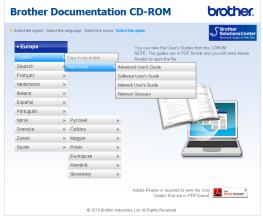
(Macintosh users) Double-click the Documentation CD-ROM icon, and then double-click index.html.

3 Click your country.



Point to your language, point to View Guide, and then click the guide you want to read.







- (Windows[®] users only) Your web browser may display a yellow bar at the top of the page that contains a security warning about Active X controls. For the page to display correctly you must click on the bar, click Allow Blocked Content, then click Yes in the Security Warning dialog box.
- (Windows[®] users only) ¹ For faster access, you can copy all user documentation in PDF format to a local folder on your computer. Point to your language, then click Copy to local disk.
 - Microsoft[®] Internet Explorer[®] 6.0 or greater.

How to find Scanning instructions

There are several ways you can scan documents. You can find the instructions as follows:

Software User's Guide

- Scanning
- ControlCenter
- Network Scanning

ScanSoft™ PaperPort™12SE with OCR How-to-Guides

(Windows®)

■ The complete ScanSoft™ PaperPort™12SE with OCR How-to-Guides can be viewed from the Help selection in the ScanSoft™ PaperPort™12SE application.

Presto! PageManager User's Guide (Macintosh)



Presto! PageManager must be downloaded and installed before use. See *Accessing Brother Support (Macintosh)* on page 4 for further instructions.

■ The complete Presto! PageManager User's Guide can be viewed from the Help selection in the Presto! PageManager application.

How to find Network setup instructions

Your machine can be connected to a wired network. You can find basic setup instructions in the *Quick Setup Guide*. For more information about network setup please see the *Network User's Guide* on the Documentation CD-ROM.

Accessing Brother Support (Windows®)

You can find all the contacts you will need, such as Web support (Brother Solutions Center) on the Installation CD-ROM.

Click Brother Support on the main menu. The following screen will appear:



- To access our website (<u>http://www.brother.com/</u>), click **Brother** Home Page.
- For the latest news and product support information (http://solutions.brother.com/), click
 Brother Solutions Center.
- To visit our website for original Brother Supplies (http://www.brother.com/original/), click Supplies Information.
- To access the Brother CreativeCenter (http://www.brother.com/creativecenter/) for FREE photo projects and printable downloads, click

Brother CreativeCenter.

To return to the main page, click Back or if you have finished, click Exit.

Accessing Brother Support (Macintosh)

You can find all the contacts you will need, such as Web support (Brother Solutions Center) on the Installation CD-ROM.

Double-click the Brother Support icon. The following screen will appear:

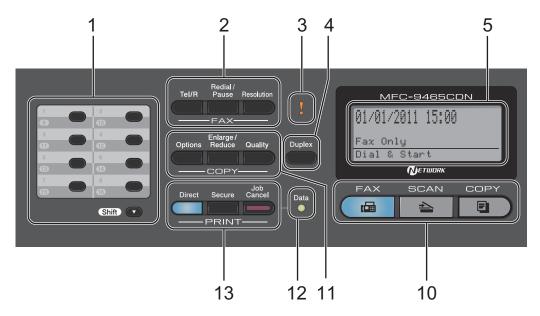


- To download and install Presto! PageManager, click Presto! PageManager.
- To register your machine from the Brother Product Register Page (http://www.brother.com/registration/), click On-Line Registration.
- For the latest news and product support information (http://solutions.brother.com/), click Brother Solutions Center.
- To visit our website for original Brother Supplies (http://www.brother.com/original/), click Supplies Information.

1

Control panel overview

MFC-9460CDN and MFC-9465CDN have the same keys. The illustration is based on the MFC-9465CDN.



1 One Touch keys

These 8 keys give you instant access to 16 previously stored numbers.

Shift

Lets you access One Touch numbers 9 to 16 when held down.

2 FAX keys:

Tel/R

This key is used to have a telephone conversation after picking up the external handset during the F/T fast double-ring.

When connected to a PBX, you can use this key to gain access to an outside line, to recall an operator, or to transfer a call to another extension.

Redial/Pause

Redials the last number called. It also inserts a pause when programming quick dial numbers or when dialling a number manually.

Resolution

Sets the resolution when sending a fax.

3 Error LED

Blinks in orange when the LCD displays an error or an important status message.

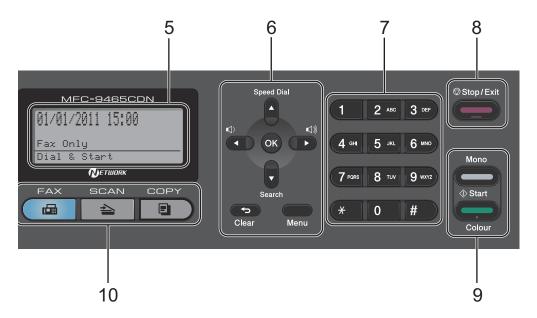
4 Duplex

You can choose Duplex to copy on both sides of the paper.

(MFC-9465CDN) Also, this key enables automatic 2-sided (Duplex) fax sending when the machine is in Fax mode.

5 LCD

Displays messages to help you set up and use your machine.



6 Clear

Deletes entered data or lets you cancel the current setting.

Menu

Lets you access the Menu to program your settings in this machine.

ΟK

Lets you store your settings in the machine.

Volume keys:

Press to scroll backwards or forwards through menu selections. Press to change the volume when in fax or standby mode.

or ▼

Press to scroll through the menus and options.

Speed Dial

▲

Lets you access speed dial numbers directly.

Search

▼

Lets you look up numbers that are stored in memory.

7 Dial pad

Use these keys to dial telephone and fax numbers and as a keyboard for entering information into the machine.

The # key temporarily switches the dialling mode from Pulse to Tone during a telephone call.

8 Stop/Exit

Stops an operation or exits from a menu.

9 Start:

Colour

Lets you start sending faxes or making copies in full colour.

Mono

Lets you start sending faxes or making copies in black & white.

10 Mode keys:

Puts the machine in Fax mode.

SCAN

Puts the machine in Scan mode.

COPY

Puts the machine in Copy mode.

11 COPY keys:

Options

You can quickly and easily choose temporary settings for copying.

Enlarge/Reduce

Reduces or enlarges copies.

Quality

Lets you change the quality for the next copy.

12 Data LED

The LED will flash depending on the machine status.

13 PRINT keys:

Direct

Lets you print data from a USB flash memory drive or a digital camera supporting mass storage directly to the machine.

(See Printing data from a USB Flash memory drive or digital camera supporting mass storage on page 50.)

Secure

You can print data saved in the memory when you enter your four-digit password. (For details about using the Secure key, see the *Software User's Guide*.)

When using Secure Function Lock, you can switch restricted users by holding down **Shift** as you press **Secure**. (See Secure Function Lock 2.0 in Chapter 2 of the Advanced User's Guide.)

Job Cancel

Cancels a programmed print job and clears it from the machine's memory. To cancel multiple print jobs, hold down this key until the LCD shows Job Cancel (All).

Data LED indications

The **Data** LED (light emitting diode) will flash depending on the machine's status.



LED	Machine Status	Description
0	Ready Mode	The machine is ready to print, in sleep mode, there is no print data, or the power switch is off.
Green (blinking)	Receiving Data	The machine is either receiving data from the computer, processing data in memory, or printing data.
Green	Data Remaining in Memory	Print data remains in the machine memory.

Volume settings

Ring volume

You can choose a range of ring volume levels, from High to Off.

While in Fax mode press <a>□ or <a>□ or <a>□ to adjust the volume level. The LCD will show the current setting, and each key press will change the volume to the next level. The machine will keep the new setting until you change it.

You can also change the ring volume through the menu:

- 1 Press Menu, 1, 3, 1.
- Press A or V to choose Off, Low, Med or High.
 Press OK.
- 3 Press Stop/Exit.

Beeper volume

When the beeper is on, the machine will beep when you press a key, make a mistake, or after you send or receive a fax. You can choose a range of volume levels, from High to Off.

- 1 Press Menu, 1, 3, 2.
- Press A or ▼ to choose Off, Low, Med or High.

 Press OK
- 3 Press Stop/Exit.

Speaker volume

You can choose a range of speaker volume levels, from High to Off.

- 1 Press Menu, 1, 3, 3.
- Press A or ▼ to choose Off, Low, Med or
 High.
 Press OK.
- 3 Press Stop/Exit.

2 Loa

Loading paper

Loading paper and print media

The machine can feed paper from the standard paper tray, optional lower tray or multi-purpose tray.

When you put paper into the paper tray, note the following:

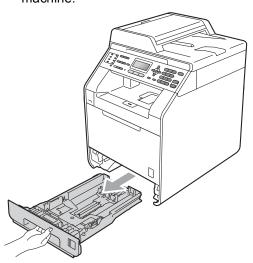
If your application software supports paper size selection on the print menu, you can select it through the software. If your application software does not support it, you can set the paper size in the printer driver or by using the control panel buttons.

Loading paper in the standard paper tray

You can load up to 250 sheets for Tray 1 and 500 sheets for Tray 2. Paper can be loaded up to the maximum paper mark (▼ ▼ ▼) on the sliding paper with guide. (For recommended paper to use, see *Paper capacity of the paper trays* on page 23.)

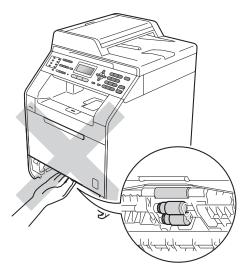
Printing on plain paper, thin paper or recycled paper from the standard paper tray

Pull the paper tray completely out of the machine.

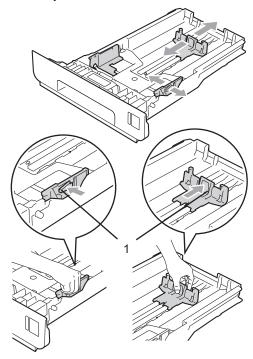


▲ WARNING

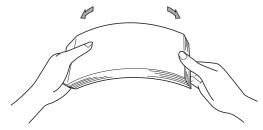
DO NOT touch the shaded parts shown in the illustration. These rollers may be rotating at high speed.



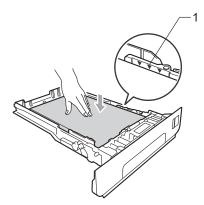
While pressing the green paper-guide release lever (1), slide the paper guides to fit the paper size you are loading in the tray. Make sure that the guides are firmly in the slots.



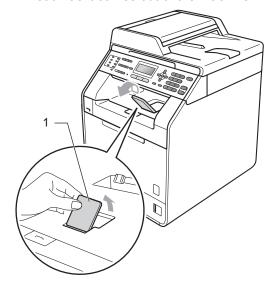
3 Fan the stack of paper well to avoid paper jams and misfeeds.



- 4 Put paper in the tray and make sure:
 - The paper is below the maximum paper mark (▼ ▼ ▼) (1).
 Over filling the paper tray will cause paper jams.
 - The side to be printed on must be face down.
 - The paper guides touch the sides of the paper so it will feed properly.



- 5 Put the paper tray firmly back in the machine. Make sure that it is completely inserted into the machine.
- 6 Lift up the support flap (1) to prevent paper from sliding off the *face down* output tray or remove each page as soon as it comes out of the machine.

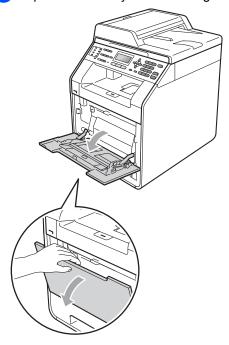


Loading paper in the multi-purpose tray (MP tray)

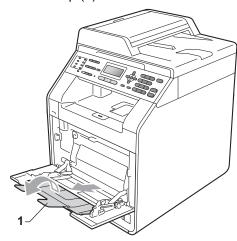
You can load up to 3 envelopes or special print media in the MP tray or up to 50 sheets of plain paper. Use this tray to print or copy on thick paper, bond paper, labels or envelopes. (For recommended paper to use, see *Paper capacity of the paper trays* on page 23.)

Printing on plain paper, bond paper, labels or glossy paper from the MP tray

1 Open the MP tray and lower it gently.

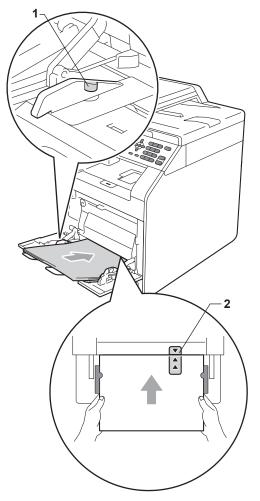


2 Pull out the MP tray support and unfold the flap (1).



Chapter 2

- 3 Put paper in the MP tray and make sure:
 - The paper stays under the maximum paper mark (1).
 - The top of paper edge is positioned between the arrows (2).
 - The side to be printed on must be face up with the leading edge (top of the paper) in first.





When you are using glossy paper, put only one sheet at a time in the MP tray to avoid a paper jam.

4 Lift up the support flap to prevent paper from sliding off the *face down* output tray, or remove each page as soon as it comes out of the machine.

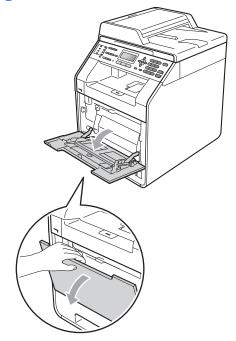


Printing on envelopes and thick paper from the MP tray

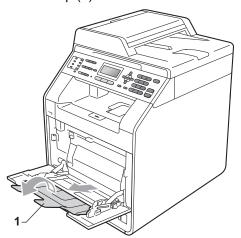
Before loading, press the corners and sides of the envelopes to make them as flat as possible.



1 Open the MP tray and lower it gently.



Pull out the MP tray support and unfold the flap (1).

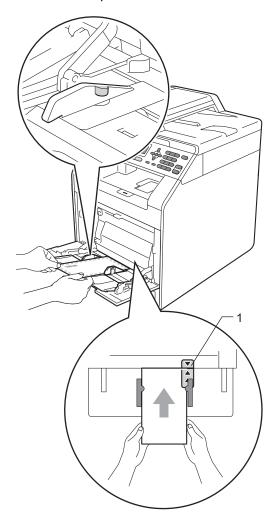


3 Lift up the support flap to prevent envelopes and thick sheets of paper from sliding off the *face down* output tray. If the support flap is closed you should remove each envelope as soon as it comes out of the machine.

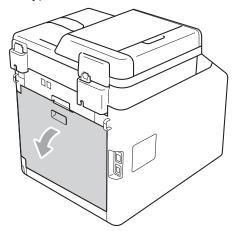


Chapter 2

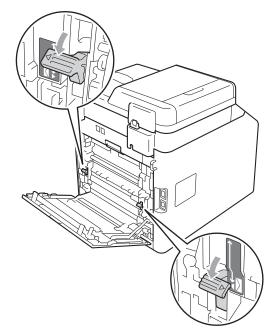
- 4 Put up to 3 envelopes or up to 25 sheets of thick paper (163 g/m²) in the MP tray. If you add more envelopes or paper it may cause a jam. Make sure:
 - The top of envelope edge is positioned between the arrows (1).
 - The side to be printed on must be face up.



Open the back cover (Face up output tray).



6 Pull down the two grey levers, one on the left-hand side and one on the right-hand side, to the envelope position as shown in the illustration below.



- 7 Close the back cover.
- 8 Send the print data to the machine.

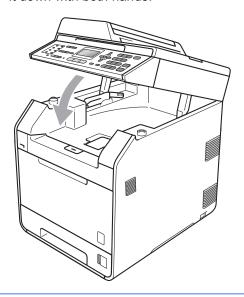
When you have finished printing, open the back cover and reset the two grey levers which were pulled down in step 6 back to their original positions.



- Remove each printed envelope immediately to prevent a paper jam.
- If your thick paper curls during printing, put only one sheet at a time in the MP tray and open the back cover (back output tray) to let the printed pages exit to the back output tray.
- To easily remove a small printout from the output tray, lift up the scanner by using both hands as shown in the illustration.

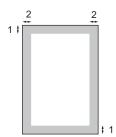


 You can still use the machine while the scanner is up. To close the scanner, push it down with both hands.



Unscannable area

The scannable area depends on the settings in the application you are using. The figures below show unscannable areas.



Usage	Document Size	Top (1) Bottom (1)	Left (2) Right (2)
Fax	Letter	4 mm	3.95 mm
	A4	4 mm	1 mm
Сору	Letter	4 mm	3.96 mm
	A4	4 mm	2 mm

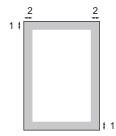


(For copies) This unprintable area shown above is for a single copy or a 1 in 1 copy using A4 size paper. The area that cannot be printed on will vary by paper size.

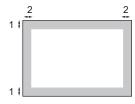
Unprintable area when printing from a computer

When using the printer driver the printable area is smaller than the paper size. The figures below show unprintable areas.

Portrait



Landscape



	Windows [®] printer driver and Macintosh printer driver	
	BRScript printer driver for Windows® and Macintosh	
1	4.23 mm	
2	4.23 mm	



The area that cannot be printed on may vary depending on the paper size and the printer driver you are using. The unprintable area shown above is for A4 size paper.

Paper settings

Paper Type

Set up the machine for the type of paper you are using. This will give you the best print quality.

- 1 Do one of the following:
 - To set the paper type for the MP Tray press Menu, 1, 2, 1, 1.
 - To set the paper type for Tray#1 press Menu, 1, 2, 1, 2.
 - To set the paper type for Tray#2 ¹ press **Menu**, **1**, **2**, **1**, **3** if you installed the optional tray.
 - Tray#2 appears only if the optional tray is installed.
- Press ▲ or ▼ to choose Thin, Plain, Thick, Thicker, Recycled Paper or Glossy Paper. Press OK.
- 3 Press Stop/Exit.



You can choose Glossy Paper for MP Tray.

Paper Size

You can use ten sizes of paper for printing copies: A4, Letter, Legal, Executive, A5, A5 L, A6, B5, B6 and Folio and four sizes for printing faxes: A4, Letter, Legal or Folio $(8.5 \text{ in.} \times 13 \text{ in.})$.

When you change the size of paper in the tray, you will also need to change the setting for paper size at the same time so your machine can fit the document or an incoming fax on the page.

- 1 Do one of the following:
 - To set the paper size for the MP Tray press Menu, 1, 2, 2, 1.
 - To set the paper size for Tray#1 press Menu, 1, 2, 2, 2.
 - To set the paper size for Tray#2 ¹ press **Menu**, **1**, **2**, **2**, **3** if you installed the optional tray.
 - Tray#2 appears only if the optional tray is installed.
- Press ▲ or ▼ to choose A4, Letter, Legal, Executive, A5, A5 L, A6, B5, B6, Folio Or Any. Press OK.
- 3 Press Stop/Exit.



- The Any option appears only when you choose the MP tray.
- If you choose Any for the MP Tray Paper Size: You must choose MP Only for the Tray Use setting. You cannot use the Any Paper Size selection for the MP tray when making N in 1 copies. You must choose one of the other available Paper Size selections for the MP tray.
- A5 L and A6 size are not available for Tray#2.

Tray Use in copy mode

You can change the priority tray that the machine will use for printing copies.

When you choose Tray#1 Only, MP Only or Tray#2 Only ¹, the machine pulls the paper only from that tray. If the selected tray is out of paper, No Paper will appear on the LCD. Insert the paper in the empty tray.

To change the tray setting follow the instructions below:

- 1 Press Menu, 1, 5, 1.
- Press ▲ or ▼ to choose Tray#1 Only, Tray#2 Only ¹, MP Only, MP>T1>T2 ¹ or T1>T2 ¹>MP. Press **OK**.
 - 1 Tray#2 Only or T2 appears only if the optional tray is installed.
- 3 Press Stop/Exit.



- When loading the documents in the ADF and MP>T1>T2 or T1>T2>MP is selected, the machine looks for the tray with the most suitable paper and pulls paper from that tray. If no tray has suitable paper, the machine pulls paper from the higher priority tray.
- When using the scanner glass, your document is copied from the higher priority tray even if more suitable paper is in another paper tray.

Tray Use in fax mode

You can change the default tray that the machine will use for printing received faxes.

When you choose Tray#1 Only, MP Only or Tray#2 Only ¹, the machine pulls the paper only from that tray. If the selected tray is out of paper, No Paper will appear on the LCD. Insert the paper in the empty tray.

When you choose T1>T2 ¹>MP, the machine pulls paper from Tray #1 until it is empty, then from Tray #2, and then from the MP tray.

When you choose MP>T1>T2 ¹, the machine pulls paper from the MP tray until it is empty, then from Tray #1, and then from Tray #2.



- You can use four sizes of paper for printing faxes: A4, Letter, Legal or Folio.
 When a suitable size is not in any of the trays received faxes will be stored in the machine's memory and Size mismatch will appear on the LCD. (For details, see Error and maintenance messages on page 105.)
- If the tray is out of paper and received faxes are in the machine's memory,
 No Paper will appear on the LCD. Insert paper in the empty tray.
- 1 Press Menu, 1, 5, 2.
- Press ▲ or ▼ to choose Tray#1 Only, Tray#2 Only ¹, MP Only, MP>T1>T2 ¹ or T1>T2 ¹>MP. Press OK.
 - 1 Tray#2 Only or T2 appears only if the optional tray is installed.
- 3 Press Stop/Exit.

Tray Use in print mode

You can change the default tray the machine will use for printing from your computer.

- 1 Press Menu, 1, 5, 3.
- Press ▲ or ▼ to choose Tray#1 Only, Tray#2 Only ¹, MP Only, MP>T1>T2 ¹ or T1>T2 ¹>MP. Press OK.
 - Tray#2 Only or T2 appears only if the optional tray is installed.
- 3 Press Stop/Exit.

Acceptable paper and other print media

Print quality may vary according to the type of paper you are using.

You can use the following types of print media: thin paper, plain paper, thick paper, bond paper, recycled paper, glossy paper, labels or envelopes.

For best results, follow the instructions below:

- DO NOT put different types of paper in the paper tray at the same time because it may cause paper jams or misfeeds.
- For correct printing, you must choose the same paper size from your software application as the paper in the tray.
- Avoid touching the printed surface of the paper immediately after printing.
- Before you buy a lot of paper, test a small quantity to make sure the paper is suitable.

Recommended paper and print media

Paper Type	Item
Plain paper	Xerox Premier TCF 80 g/m ²
	Xerox Business 80 g/m ²
Recycled Paper	Xerox Recycled Supreme 80 g/m ²
Labels	Avery laser label L7163
Envelope	Antalis River series (DL)
Glossy Paper	International Paper Rey
	Color Laser Gloss 140 g/m ² A4

Type and size of paper

The machine feeds paper from the installed standard paper tray, multi-purpose tray or optional lower tray.

The name for the paper trays in the printer driver in this Guide are as follows:

Tray and optional unit	Name
Standard paper tray	Tray 1
Multi-purpose tray	MP Tray
Optional lower tray	Tray 2

Paper capacity of the paper trays

	Paper size	Paper types	No. of sheets
Paper Tray (Tray 1)	A4, Letter, Legal, B5, Executive, A5, A5 (Long Edge), A6, B6, Folio ¹	Plain paper, Thin paper and Recycled paper	up to 250 [80 g/m ²]
Multi-purpose Tray (MP Tray)	Width: 69.8 to 216 mm Length: 116 to 406.4 mm	Plain paper, Thin paper, Thick paper, Thicker paper, Bond paper, Recycled paper, Envelopes, Labels and Glossy paper.	50 sheets [80 g/m ²] 3 Envelopes 1 Glossy paper
Optional lower Tray (Tray 2)	A4, Letter, Legal, B5, Executive, A5, B6, Folio ¹	Plain paper, Thin paper and Recycled paper	up to 500 [80 g/m ²]

 $^{^{1}}$ Folio size is 8.5 in. \times 13 in. (215.9 mm x 330.2 mm)

Recommended paper specifications

The following paper specifications are suitable for this machine.

Basis weight	75-90 g/m ²
Thickness	80-110 μm
Roughness	Higher than 20 sec.
Stiffness	90-150 cm ³ /100
Grain direction	Long grain
Volume resistivity	10e ⁹ -10e ¹¹ ohm
Surface resistivity	10e ⁹ -10e ¹² ohm-cm
Filler	CaCO ₃ (Neutral)
Ash content	Below 23 wt%
Brightness	Higher than 80%
Opacity	Higher than 85%

- Use paper made for plain paper copying.
- Use paper that is 75 to 90 g/m².
- Use long grain paper with a neutral Ph value, and a moisture content of approx. 5%.
- This machine can use recycled paper that meets DIN 19309 specifications.

Handling and using special paper

The machine is designed to work well with most types of xerographic and bond paper. However, some paper variables may have an effect on print quality or handling reliability. Always test samples of paper before purchasing to ensure desirable performance. Store paper in its original packaging and keep it sealed. Keep the paper flat and away from moisture, direct sunlight and heat.

Some important guidelines when selecting paper are:

- DO NOT use inkjet paper because it may cause a paper jam or damage your machine.
- Preprinted paper must use ink that can withstand the temperature of the machine's fusing process 392 degrees Fahrenheit (200 degrees centigrade).
- If you use bond paper, paper having a rough surface or paper that is wrinkled or creased, the paper may exhibit degraded performance.
- When you are using glossy paper, put only one sheet at a time in the MP tray to avoid a paper jam.

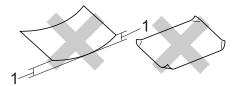
Types of paper to avoid

IMPORTANT

Some types of paper may not perform well or may cause damage to your machine.

DO NOT use paper:

- · that is highly textured
- · that is extremely smooth or shiny
- · that is curled or warped



- 1 A curl of 2 mm or greater may cause jams to occur.
- · that is coated or has a chemical finish
- · that is damaged, creased or folded
- that exceeds the recommended weight specification in this guide
- with tabs and staples
- with letterheads using low temperature dyes or thermography
- that is multipart or carbonless
- · that is designed for inkjet printing

If you use any of the types of paper listed, they may damage your machine. This damage is not covered under any Brother warranty or service agreement.

Envelopes

Most envelopes designed for laser printers will be suitable for your machine. However, some envelopes may have feed and print-quality problems because of the way they have been made. A suitable envelope should have edges with straight, well-creased folds and the leading edge should not be thicker than two sheets of paper. The envelope should lie flat and not be of baggy or flimsy construction. You should buy quality envelopes from a supplier who understands that you will be using the envelopes in a laser machine.

We recommend that you print a test envelope to make sure the print results are what you want

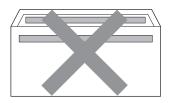
Types of envelopes to avoid

IMPORTANT

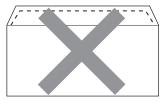
DO NOT use envelopes:

- that are damaged, curled, wrinkled or an unusual shape
- that are extremely shiny or textured
- with clasps, staples, snaps or tie strings
- · with self-adhesive closures
- that are of a baggy construction
- · that are not sharply creased
- that are embossed (have raised writing on them)
- that were previously printed by a laser machine
- · that are pre-printed on the inside
- that cannot be arranged neatly when stacked
- that are made of paper that weighs more than the paper weight specifications for the machine
- with edges that are not straight or consistently square

- with windows, holes, cut-outs or perforations
- with glue on surface as shown in figure below



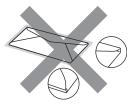
with double flaps as shown in figure below



- with sealing flaps that are not folded down when purchased
- with sealing flaps as shown in figure below



with each side folded as shown in figure below



If you use any of the types of envelopes listed above, they may damage your machine. This damage may not be covered under any Brother warranty or service agreement.

Labels

The machine will print on most types of labels designed for use with a laser machine. Labels should have an adhesive that is acrylic-based since this material is more stable at the high temperatures in the fuser unit. Adhesives should not come in contact with any part of the machine, because the label stock may stick to the drum unit or rollers and cause jams and print quality problems. No adhesive should be exposed between the labels. Labels should be arranged so that they cover the entire length and width of the sheet. Using labels with spaces may result in labels peeling off and causing serious jams or print problems.

All labels used in this machine must be able to withstand a temperature of 392 degrees Fahrenheit (200 degrees centigrade) for a period of 0.1 seconds.

Types of labels to avoid

Do not use labels that are damaged, curled, wrinkled or an unusual shape.









IMPORTANT

- DO NOT feed part used label sheets. The exposed carrier sheet will damage your machine.
- Label sheets should not exceed the paper weight specifications described in this User's Guide. Labels exceeding this specification may not feed or print correctly and may cause damage to your machine.
- DO NOT reuse or insert labels that have previously been used or are missing a few labels on the sheet.

3

Loading documents

How to load documents

You can send a fax, make copies, and scan from the ADF (Automatic Document Feeder) and the scanner glass.

Using the automatic document feeder (ADF)

The ADF can hold up to 35 pages and feeds each sheet individually. Use standard 80 g/m² paper and always fan the pages before putting them in the ADF.

Document Sizes Supported

Length:	147.3 to 356.0 mm
Width:	147.3 to 215.9 mm
Weight:	64 to 90 g/m ²

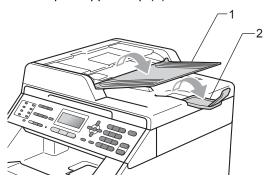
How to load documents

!MPORTANT

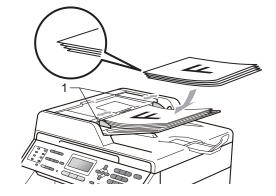
- DO NOT leave thick documents on the scanner glass. If you do this, the ADF may jam.
- DO NOT use paper that is curled, wrinkled, folded, ripped, stapled, paperclipped, pasted or taped.
- DO NOT use cardboard, newspaper or fabric.
- To avoid damaging your machine while using the ADF, DO NOT pull on the document while it is feeding.

Note

- To scan documents that are not suitable for the ADF, see *Using the scanner glass* on page 28.
- It is easier to use the ADF if you are loading a multiple page document.
- Make sure documents with correction fluid or written with ink are completely dry.
- 1 Unfold the ADF document support (1). Lift up and unfold the ADF document output support flap (2).



- Pan the pages well.
- 3 Place your document face up top edge first, in the ADF until the LCD display message changes and you feel it touch the feed rollers.
- 4 Adjust the paper guides (1) to fit the width of your document.



! IMPORTANT

- To avoid damaging your machine while using the ADF, DO NOT pull on the document while it is feeding.
- To scan non-standard documents, see *Using the scanner glass* on page 28.

Using the scanner glass

You can use the scanner glass to fax, copy or scan pages of a book one page at a time.

Document Sizes Supported

Length:	Up to 297.0 mm
Width:	Up to 215.9 mm
Weight:	Up to 2.0 kg

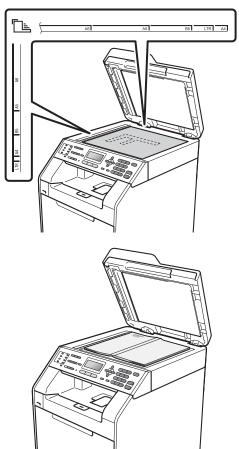
How to load documents



To use the scanner glass, the ADF must be empty.

1 Lift the document cover.

Using the document guidelines on the left and top, place the document face down in the upper left corner of the scanner glass.



3 Close the document cover.

IMPORTANT

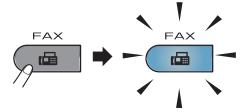
If the document is a book or is thick do not slam the cover or press on it.

4 Sending a fax

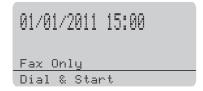
How to send a fax

The following steps show how to send a fax.

1 When you want to send a fax, or change fax send or receive settings, press the (FAX) key to illuminate it in blue.



■ The LCD shows:



- 2 Do one of the following to load your document:
 - Place the document face up in the ADF. (See Using the automatic document feeder (ADF) on page 27.)
 - Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 28.)



To send colour faxes with multiple pages use the ADF.

3 Set the scanner glass size, fax resolution or contrast if you want to change them.

For more advanced fax sending operations and settings, see *Sending a fax* in *Chapter 3* of the *Advanced User's Guide*:

- Broadcast
- Duplex Scan (2-sided fax layout)
- Delayed Fax
- Batch TX
- Real Time TX
- Polled TX
- Overseas Mode
- Fax Resolution
- Contrast
- Coverpg Setup (Coverpage Setup)
- Coverpage Note
- 4 Choose one of the options below:
 - If you want to send a single-sided document, go to Step 6.
 - If you want to send a 2-sided document, press **Duplex**.



- You can send 2-sided documents from the ADF.
- When the machine is ready to scan
 2-sided documents the LCD shows D for Duplex in the lower right corner.
- Enter the fax number using the dial pad (up to 20 digits), a One touch key or ▲ Speed Dial and enter three-digit number.

6

Press Mono Start or Colour Start.

Faxing from the ADF

■ The machine starts scanning the document.

Faxing from the scanner glass

If you press Mono Start, the machine starts scanning the first page.

Do one of the following:

- To send a single page, press 2 to choose No (Send) (or press Mono Start again). The machine starts sending the document.
- To send more than one page, press 1 to choose Yes and place the next page on the scanner glass. Press OK. The machine starts scanning the page. (Repeat this step for each additional page.)
- If you press Colour Start, the machine starts sending the document.



To cancel, press Stop/Exit.

Faxing Letter size documents from the scanner glass

When faxing Letter size documents, you will need to set the scan glass size to Letter; otherwise, a portion of your faxes will be missing.

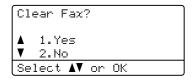
- 1 Make sure you are in Fax mode 📠.
- 2 Press Menu, 1, 8, 1.
- 3 Press ▲ or ▼ to choose Letter. Press OK.
- 4 Press Stop/Exit.

Colour fax transmission

Your machine can send a colour fax to machines that support this feature. Colour faxes cannot be stored in the machine's memory. When you send a colour fax, the machine will send it in real time (even if Real Time TX is set to Off).

Cancelling a fax in progress

Press **Stop/Exit** to cancel the fax. If you press **Stop/Exit** while the machine is dialling or sending, the LCD will show as below:



Press 1 to cancel the fax.

Transmission verification report

You can use the Transmission Verification Report as proof that you sent a fax. (For details about how to set up the type of report you want, see *Transmission Verification Report* in *Chapter 6* of the *Advanced User's Guide*.) This report lists the receiving party's name or fax number, the time and date of transmission, duration of transmission, number of pages sent, and whether or not the transmission was successful.

There are several settings available for the Transmission Verification Report:

- On: Prints a report after every fax you send.
- On+Image: Prints a report after every fax you send. A portion of the fax's first page appears on the report.
- Off: Prints a report if your fax is unsuccessful due to a transmission error. Off is the default setting.
- Off+Image: Prints a report if your fax is unsuccessful due to a transmission error. A portion of the fax's first page appears on the report.
- 1 Press Menu, 2, 4, 1.
- Press ▲ or ▼ to choose On, On+Image, Off or Off+Image.

 Press OK.

Chapter 4

3 Press Stop/Exit.



- If you choose On+Image or Off+Image, the image will only appear on the Transmission Verification Report if Real Time Transmission is set to Off. (See Real Time Transmission in Chapter 3 of the Advanced User's Guide.)
- If your transmission is successful, OK will appear next to RESULT on the Transmission Verification Report. If transmission is not successful, ERROR will appear next to RESULT.

5

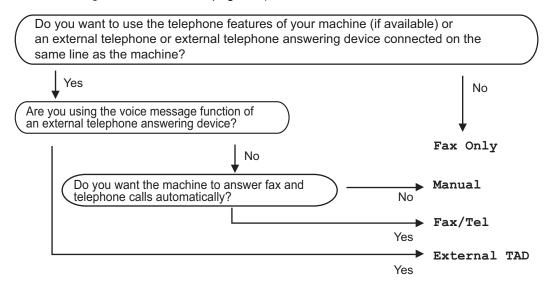
Receiving a fax

Receive modes

You must choose a receive mode depending on the external devices and telephone services you have on your line.

Choosing the receive mode

By default, your machine will automatically receive any faxes that are sent to it. The diagrams below will help you choose the correct mode. (For more detailed information about the receive modes, see *Using receive modes* on page 34.)



To set the receive mode follow the instructions below.

- 1 Press Menu, 0, 1.
- Press ▲ or ▼ to choose the receive mode. Press OK.
- 3 Press Stop/Exit.

The LCD will display the current receive mode.

Using receive modes

Some receive modes answer automatically (Fax Only and Fax/Tel). You may want to change the Ring Delay before using these modes. (See *Ring Delay* on page 35.)

Fax Only

Fax Only mode will automatically answer every call as a fax.

Fax/Tel

Fax/Tel mode helps you automatically manage incoming calls, by recognising whether they are fax or voice calls and dealing with them in one of the following ways:

- Faxes will be automatically received.
- Voice calls will start the F/T ring to tell you to pick up the line. The F/T ring is a fast double-ring made by your machine.

(Also see *F/T Ring Time* (*Fax/Tel mode only*) on page 35 and *Ring Delay* on page 35.)

Manual

Manual mode turns off all automatic answering functions unless you are using the BT Call Sign ¹ feature.

BT Call Sign is for U.K. only.

To receive a fax in Manual mode lift the handset of the external telephone. When you hear fax tones (short repeating beeps), press **Mono Start** or **Colour Start**, and then press **2** to receive a fax. You can also use the Fax Detect feature to receive faxes by lifting a handset on the same line as the machine.

(Also see Fax Detect on page 36.)

External TAD

External TAD mode lets an external answering device manage your incoming calls. Incoming calls will be dealt with in the following ways:

- Faxes will be automatically received.
- Voice callers can record a message on the external TAD.

(For more information see Connecting an external TAD on page 38.)

Receive Mode settings

Ring Delay

The Ring Delay setting sets the number of times the machine rings before it answers in Fax Only and Fax/Tel modes.

If you have external or extension telephones on the same line as the machine, choose the maximum number of rings. (See *Operation from external or extension telephones* on page 40 and *Fax Detect* on page 36.)

- 1) Make sure you are in Fax mode 🖼
- Press Menu, 2, 1, 1.
- 3 Press ▲ or ▼ to choose how many times the line rings before the machine answers. Press OK.
- Press Stop/Exit.

F/T Ring Time (Fax/Tel mode only)

When somebody calls your machine, you and your caller will hear the normal telephone ring sound. The number of rings is set by the Ring Delay setting.

If the call is a fax, then your machine will receive it; however, if it is a voice call the machine will sound the F/T ring (a fast double-ring) for the time you have set in the F/T Ring Time setting. If you hear the F/T ring it means that you have a voice caller on the line.

Because the F/T ring is made by the machine, extension and external telephones will *not* ring; however, you can still answer the call on any telephone. (For more information see *Using Remote Codes* on page 41.)

- 1 Make sure you are in Fax mode 🖼
- 2 Press Menu, 2, 1, 2.
- Press ▲ or ▼ to choose how long the machine will ring to alert you that you have a voice call (20, 30, 40 or 70 seconds).

 Press OK.
- 4 Press Stop/Exit.

Fax Detect

If Fax Detect is On:

The machine can receive a fax automatically, even if you answer the call. When you see Receiving on the LCD or hear a click on the phone line through the handset you are using, just replace the handset. Your machine will do the rest.

If Fax Detect is Off:

If you are at the machine and answer a fax call first by lifting the external handset, then press **Mono Start** or **Colour Start**, and then press **2** to receive.

If you answered at an extension telephone press *51. (See *Operation from external or extension telephones* on page 40.)



- If this feature is set to On, but your machine does not connect a fax call when you lift an extension telephone handset, press the fax receive code *51.
- If you send faxes from a computer on the same telephone line and the machine intercepts them, set Fax Detect to Off.
- 1 Make sure you are in Fax mode 👜
- 2 Press Menu, 2, 1, 3.
- 3 Press A or ▼ to choose on or off. Press OK.
- 4 Press Stop/Exit.

6

Telephone and external devices

Telephone line services

Setting the telephone line type

If you are connecting the machine to a line that features a PBX or ISDN to send and receive faxes, it is necessary to change the Telephone Line Type accordingly by completing the following steps. If you are using a line that features a PBX, you can set your machine so that it always accesses the outside line (using the prefix you entered), or accesses the outside line when **Tel/R** is pressed.

- 1 Press Menu, 0, 6.
- Press A or ▼ to choose PBX, ISDN (or Normal).
 Press OK.
- 3 Do one of the following:
 - If you chose ISDN or Normal, go to step ⑦.
 - If you chose PBX, go to step 4.
- 4 Do one of the following:
 - If you want to change the current prefix number, press 1 and go to step 5.
 - If you do not want to change the current prefix number, press 2 and go to step .
- 5 Enter the prefix number (up to 5 digits) on the dial pad.
 Press **OK**.



You can use the numbers 0 to 9, #, * and !.

(Press Tel/R to display "!".)

- If you choose On, pressing Tel/R (the screen displays "!".) will let you access an outside line.
- If you choose Always, you can access an outside line without pressing Tel/R.
- 6 Press ▲ or ▼ to choose On or Always.
 Press OK.
- 7 Press Stop/Exit.

PBX and TRANSFER

The machine is initially set to Normal, which lets the machine connect to a standard PSTN (Public Switched Telephone Network) line. However, many offices use a central telephone system or Private Branch Exchange (PBX). Your machine can be connected to most types of PBX. The machine's recall feature supports timed break recall only (TBR). TBR will work with most PBX systems allowing you to gain access to an outside line, or transfer calls to another extension. The feature works when Tel/R is pressed.

Connecting an external TAD

You can connect an external Telephone Answering Device (TAD) to the same line as your machine. When the TAD answers a call, your machine will "listen" for the CNG (fax calling) tones sent by a sending fax machine. If it hears them it will take over the call and receive the fax. If it does not hear them, it will let your TAD take a voice message and the display will show Telephone.

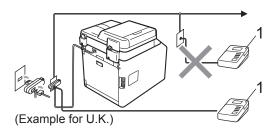
The external TAD must answer within four rings (we recommend you set it to two rings). This is because your machine cannot hear the CNG tones until the external TAD has picked up the call. The sending machine will send CNG tones for only eight to ten seconds longer. We do not recommend using the toll saver feature on your external TAD if it needs more than four rings to activate it.



If you have problems receiving faxes, reduce the ring delay setting on your external TAD.

Connections

The external TAD must be connected as shown in the illustration below.



1 TAD

- 1 Set your external TAD to one or two rings. (The machine's Ring Delay setting does not apply.)
- Record the outgoing message on your external TAD.
- 3 Set the TAD to answer calls.
- 4 Set the Receive Mode to
 External TAD. (See Choosing the receive mode on page 33.)

Recording an outgoing message (OGM)

- 1 Record 5 seconds of silence at the beginning of your message. This allows your machine time to listen for fax tones.
- 2 Limit your speaking to 20 seconds.
- 3 End your 20-second message by giving your Remote Activation code for people sending manual faxes. For example: "After the beep, leave a message or press *51 and Start to send a fax."

Note

- You need to turn the Remote Codes setting to on to use the Fax Activation Code *51. (See Using Remote Codes on page 41.)
- We recommend beginning your OGM with an initial 5 second silence because the machine cannot hear fax tones over a loud voice. You may try leaving out this pause, but if your machine has trouble receiving, then you should re-record the OGM to include it.

Multi-line connections (PBX)

We suggest you ask the company who installed your PBX to connect your machine. If you have a multi line system we suggest you ask the installer to connect the unit to the last line on the system. This prevents the machine being activated each time the system receives telephone calls. If all incoming calls will be answered by a switchboard operator we recommend that you set the Receive Mode to Manual.

We cannot guarantee that your machine will operate properly under all circumstances when connected to a PBX. Any difficulties with sending or receiving faxes should be reported first to the company who handles your PBX.

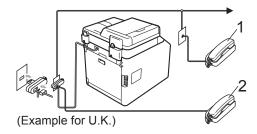
External and extension telephones



You need to turn the Remote Codes setting to on to use the Remote Activation Code *51 and Remote Deactivation Code #51. (See *Using Remote Codes* on page 41.)

Connecting an external or extension telephone

You can connect a separate telephone directly to your machine as shown in the diagram below.



- 1 Extension telephone
- 2 External telephone

When you are using an external telephone, the LCD shows Telephone.

Operation from external or extension telephones

If you answer a fax call on an extension telephone, or an external telephone that is correctly connected to the machine through the T-piece connection, you can make your machine take the call by using the Remote Activation code. When you press the Remote Activation code *51 the machine starts to receive the fax.

If you answer a call and no one is on the line:

You should assume that you're receiving a manual fax.

Press ***51** and wait for the chirp or until the LCD shows Receiving, and then hang up.



You can also use the Fax Detect feature to make your tactically take the call. (See *Fax Detect* on page 36.)

For Fax/Tel mode only

When the machine is in Fax/Tel mode, it will use the F/T Ring Time (fast double-ringing) to alert you to pick up a voice call.

Lift the external telephone's handset, and then press **Tel/R** to answer.

If you are at an extension telephone, you will need to lift the handset during the F/T Ring Time and then press #51 between the fast double-rings. If no one is on the line, or if someone wants to send you a fax, send the call back to the machine by pressing *51.

Using extension telephones (U.K. only)

Your premises may already be wired with parallel extension telephones (those connected to sockets in other rooms in the building), or perhaps you intend to add extension telephones to your line. While the simplest arrangement is a parallel connection, there are some reasons why this arrangement may cause problems.

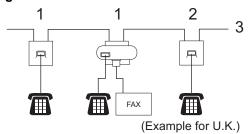
The most common problem, is someone picking up an extension telephone while the machine is trying to send a fax.

Such problems can easily be eliminated, if you arrange modification of your extension wiring circuit, such that extension devices are connected "downstream" of your machine, in a master/slave configuration (see *figure 2*). In such a configuration, this machine can always detect whether a telephone is in use, so it will not attempt to seize the line during that time. This is known as "telephone off-hook detection".

The inadvisable configuration is shown in figure 1, and the recommended master/slave configuration is shown in *figure 2*.

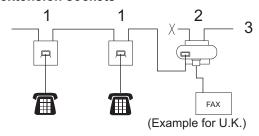
This new connection configuration can be arranged by contacting BT, Kingston upon Hull Telecommunications, your PBX maintainer or a qualified telephone installation company as appropriate. Simply explained, the extension telephone circuit should be terminated on a normal modular plug (BT 431A style), which in turn should be inserted into the modular socket of the white "T"-shaped connector provided as part of the line cord assembly.

Figure 1:



- 1 Extension socket
- 2 Master socket
- 3 Incoming line

Figure 2: Recommended connection of extension sockets



- 1 Extension socket
- 2 Master socket
- 3 Incoming line

These phones are now connected as *external devices* as shown on page 39, because they are connected to the fax machine via the T-connector.

Using a non-Brother cordless external handset

If your non-Brother cordless telephone is connected to the telephone line cord (see page 39) and you typically carry the cordless handset elsewhere, it is easier to answer calls during the Ring Delay.

If you let the machine answer first, you will have to go to the machine so you can press **Tel/R** to transfer the call to the cordless handset.

Using Remote Codes

Remote Activation Code

If you answer a fax call on an external or extension telephone, you can tell your machine to receive it by pressing the Remote Activation Code *51. Wait for the chirping sounds then replace the handset. (See *Fax Detect* on page 36.) Your caller will have to press start to send the fax.

If you answer a fax call at the external telephone, you can make the machine receive the fax by pressing **Mono Start** or **Colour Start**.

Remote Deactivation Code

If you receive a voice call and the machine is in F/T mode, it will start to sound the F/T (fast double-ring) after the initial ring delay. If you pick up the call on an extension telephone you can turn the F/T ring off by pressing #51 (make sure you press this between the rings).

If the machine answers a voice call and fast double-rings for you to take over, you can take the call at the external telephone by pressing **Tel/R**.

Turning on the Remote Codes

You need to turn the Remote Codes setting to on to use the Fax Receive Code and Telephone Answer Code.

- Make sure you are in Fax mode <a> ____.
- Press Menu 2, 1, 4.
- 3 Press ▲ or ▼ to choose on. Press **OK**.
- 4 If you do not want to change the Remote Activation Code, press **OK**.
- 5 If you do not want to change the Remote Deactivation Code, press **OK**.
- 6 Press Stop/Exit.

Changing the Remote Codes

The preset Remote Activation Code is ***51**. The preset Remote Deactivation Code is **#51**. If you are always disconnected when accessing your External TAD, try changing the three-digit remote codes, for example **###** and 555.

- 1 Make sure you are in Fax mode 📠.
- 2 Press Menu, 2, 1, 4.
- 3 Press A or V to choose On or Off. Press OK.
- 4 If you chose On in step ③, enter the new Remote Activation Code.
 Press **OK**.
- 5 Enter the new Remote Deactivation Code.
 Press **OK**.
- 6 Press Stop/Exit.

7

Dialling and storing numbers

How to dial

You can dial in any of the following ways.

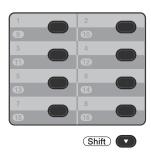
Manual dialling

Use the dial pad to enter all the digits of the telephone or fax number.



One Touch dialling

Press the One Touch key that stores the number you want to call. (See *Storing One Touch Dial numbers* on page 45.)



To dial One Touch numbers 9 to 16, hold down **Shift** as you press the One Touch key.

Speed dialling

Press **A Speed Dial** and enter the three digit Speed Dial number. (See *Storing Speed Dial numbers* on page 46.)







Three-digit number



If the LCD shows Register Now? when you enter a One Touch or a Speed Dial number, it means that a number is not stored there.

Search

You can search alphabetically for names you have stored in the One Touch and Speed Dial memories. (See *Storing One Touch Dial numbers* on page 45 and *Storing Speed Dial numbers* on page 46.)

- 1 Press ▼ Search.
- Press the dial pad key for the first few letters of the name. (Use the chart on Entering text on page 161 to help you enter letters.)

 Press **OK**.
- 3 Press ▲ or ▼ to scroll until you find the name you are looking for. Press OK.
- Press Mono Start or Colour Start.



- If you do not enter a letter and press OK in step ②, all registered names will appear.
 Press ▲ or ▼ to scroll until you find the name you are looking for.
- If the LCD shows No Contact Found when you enter the first few letters of the name, it means that a name for the letter is not stored.

Fax redial

If you are sending a fax automatically and the line is busy, the machine will automatically redial up to three times at five minute intervals.

If you are sending a fax manually and the line is busy, press **Redial/Pause**, wait for the other fax machine to answer, and then press **Mono Start** or **Colour Start** to try again. If you want to make a second call to the last number dialled, you can save time by pressing **Redial/Pause** and **Mono Start** or **Colour Start**.

Redial/Pause only works if you dialled from the control panel.

Storing numbers

You can set up your machine to do the following types of easy dialling: One Touch, Speed Dial and Groups for Broadcasting faxes. You can also specify the default resolution for each One Touch and Speed Dial number. When you dial a quick dial number, the LCD shows the name, if you stored it, or the number. A scan profile can also be stored along with the fax number.

If you lose electrical power, the quick dial numbers stored in the memory will not be lost.

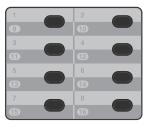
A scan profile is the resolution and other scan settings that you choose when you store a number.

Storing a pause

Press **Redial/Pause** to insert a 2.8-second pause between numbers. You can press **Redial/Pause** as many times as needed to increase the length of the pause.

Storing One Touch Dial numbers

Your machine has 8 One Touch keys where you can store 16 fax or telephone numbers for automatic dialling. To access numbers 9 to 16, hold down **Shift** as you press the One Touch key.





- Press the One Touch key where you want to store the number.
 If a number is not stored there, the LCD shows Register Now?.
 Press 1 to choose Yes.
- 2 Enter the telephone or fax number (up to 20 characters).
 Press **OK**.
- Choose one of the following:
 - Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering text* on page 161 to help you enter letters.

Press OK.

- Press **OK** to store the number without a name.
- If you want to save a fax resolution along with the number, choose one of the following:
 - To store the fax resolution, press A or ▼ to select Std, Fine, S. Fine or Photo.

Press OK.

Press **OK** if you don't want to change the default resolution.

Storing Speed Dial numbers

You can store your frequently used numbers as Speed Dial numbers, so that when you dial you will only have to press a few keys (**A Speed Dial**, the three-digit number and **Mono Start** or **Colour Start**). The machine can store 300 Speed Dial numbers (001 - 300).

Press ▲ Speed Dial and enter a threedigit Speed Dial location number (001-300).

If a number is not stored there, the LCD shows Register Now?

Press 1 to choose Yes.

- 2 Enter the telephone or fax number (up to 20 characters).
 Press **OK**.
- Choose one of the following:
 - Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering text* on page 161 to help you enter letters.

Press OK.

- Press **OK** to store the number without a name.
- If you want to save a fax resolution along with the number, choose one of the following:
 - To store the fax resolution, press A or ▼ to select Std, Fine, S. Fine or Photo.

Press **OK**.

Press **OK** if you don't want to change the default resolution.

Changing One Touch and Speed Dial numbers

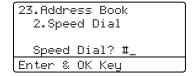
You can change a One Touch or Speed Dial number that has already been stored. The LCD will show the name or number, and if the number has a scheduled job, such as a delayed fax or a fax forwarding number, it will display a message.

- Do one of the following:
 - To change a stored One Touch number, press **Menu**, **2**, **3**, **1**.

```
23.Address Book
1.One Touch Dial
One Touch:
Select One Touch
```

Press the One Touch key number you want to change.

■ To change a stored Speed Dial number, press **Menu**, **2**, **3**, **2**.



Enter the Speed Dial number you want to change then press **OK**.

- 2 Do one of the following:
 - To change the stored data, press 1. Go to step 3.
 - To exit without making a change, press **Stop/Exit**.

```
23.Address Book
#005:MIKE
A 1.Change
V 2.Clear
Select AV or OK
```

- 3 Edit the number and name by the following the instruction. When you are finished editing, press **OK**.
 - To edit the stored name or number, press ◀ or ▶ to position the cursor under the character you want to change and press Clear. Then enter the correct character.
- 4 If you want to save a fax resolution along with the number, do one of the following:
 - To store the fax resolution, press A or ▼ to select Std, Fine, S. Fine or Photo.

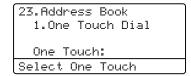
Press OK.

- Press **OK** if you don't want to change the default resolution.
- 5 Press Stop/Exit.

Deleting One Touch and Speed Dial numbers

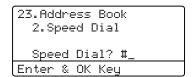
You can delete a One Touch or Speed Dial number that has already been stored. The LCD will show the name or number, and if the number has a scheduled job, such as a delayed fax or a fax forwarding number, it will display a message.

- 1 Do one of the following:
 - To delete a stored One Touch number, press **Menu**, **2**, **3**, **1**.



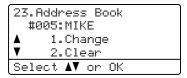
Press the One Touch key number you want to change.

■ To delete a stored Speed Dial number, press **Menu**, **2**, **3**, **2**.



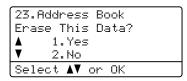
Enter the Speed Dial number you want to change then press **OK**.

2 To delete the stored data, press 2.



Chapter 7

- 3 Do one of the following:
 - To delete the stored data, press 1.
 - To exit without deleting the stored data, press 2.



4 Press Stop/Exit.

Tone or Pulse

If you have a Pulse dialling service, but need to send Tone signals (for example, for telephone banking), follow the instructions below. If you have Touch Tone service, you will not need this feature to send tone signals.

- 1 Lift the handset of the external telephone.
- Press # on the machine's control panel. Any digits dialled after this will send tone signals.

When you hang up, the machine will return to the Pulse dialling service.

8

Making copies

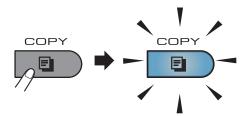
How to copy

The following steps show the basic copy operation. For details about each option, see the *Advanced User's Guide*.



When you want to make a copy, press (COPY) to illuminate it in blue.

■ Make sure you are in Copy mode.



■ The LCD shows:



1 No. of Copies

You can enter the number of copies you want by using the dial pad.



The default setting is Fax mode. You can change the amount of time that the machine stays in Copy mode after the last copy operation. (See *Mode Timer* in *Chapter 1* of the *Advanced User's Guide*.)

- 2 Do one of the following to load your document:
 - Place the document face up in the ADF. (See Using the automatic document feeder (ADF) on page 27.)
 - Load your document *face down* on the scanner glass. (See *Using the scanner glass* on page 28.)



Press Mono Start or Colour Start.



If the LCD shows Please Wait and the machine stops copying while you are making multiple copies, please wait for 30 to 40 seconds until the machine finishes the colour registration and cleaning process of the belt unit.

Stop copying

To stop copying, press Stop/Exit.

Copy settings

Press **COPY** and then press **◄**, **▶**, **△** or **▼** to scroll through the copy settings. When the setting you want is highlighted, press **▶** and then press **OK**.

For details about changing the copy settings, see *Copy settings* in *Chapter 7* of the *Advanced User's Guide*.

You can change the following copy settings:

- Enlq/Red (Enlarge/Reduce)
- Quality
- Stack/Sort
- Contrast
- Brightness
- Color Adjust (Colour Saturation)
- Page Layout
- Tray Select (Tray Selection)
- Duplex

9

Printing data from a USB Flash memory drive or digital camera supporting mass storage

With the Direct Print feature, you do not need a computer to print data. You can print by just plugging your USB Flash memory drive into the machine's USB direct interface. You can also connect and print directly from a camera set to USB mass storage mode.



- Some USB Flash memory drives may not work with the machine.
- If your camera is in PictBridge mode, you cannot print data. Please refer to the documentation supplied with your camera to switch from PictBridge mode to mass storage mode.

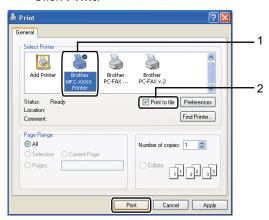
Creating a PRN or PostScript[®] 3[™] file for direct printing



The screens in this section may vary depending on your application and operating system.

1 From the menu bar of an application, click **File**, then **Print**.

Choose Brother MFC-XXXX Printer (1) and check the Print to file box (2). Click Print.



Choose the folder you want to save the file to and enter the file name if you are prompted to.

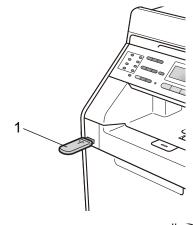
If you are prompted for a file name only, you can also specify the folder you want to save the file in by entering the directory name. For example:

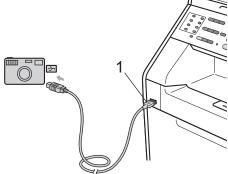
C:\Temp\FileName.prn

If you have a USB Flash memory drive or digital camera connected to your computer, you can save the file directly to the USB Flash memory drive.

Printing data directly from the USB Flash memory drive or digital camera supporting mass storage

1 Connect your USB Flash memory drive or digital camera to the USB direct interface (1) on the front of the machine. The **Direct** key will light up. Press the Direct key. Your machine will enter Direct Print Mode.







- Make sure your digital camera is turned on.
- If your machine has been set to Secure Function Lock On, you may not be able to access Direct Print. (See Switching Users in chapter 2 of the Advanced User's Guide.)

- If Direct Print has been Enable and Colour Print has been Disable in Secure Function Lock and you insert a USB Flash memory drive into the machine and press Direct, the LCD will flash Mono Print Only. You can only print in black & white.
- If your ID has been restricted to a page limit in Secure Function Lock and you insert a USB Flash memory drive into the machine and press **Direct**, the LCD will show Remaining Pages with the number of pages you have left to print.
- Press ▲ or ▼ to choose the folder name or file name you want to print. Press OK.

If you have chosen the folder name, press ▲ or ▼ to choose the file name you want to print.

Press OK.





- Your digital camera must be switched from PictBridge mode to mass storage mode.
- You can only print in black & white. If you want to print an index of the files, choose Index Print, and then press OK. Press Mono Start or Colour Start to print the data.
- When the machine is in the Deep Sleep mode, the LCD does not show any information even if you connect a USB flash memory drive to the USB direct interface. Press Direct to wake up the machine and light up the Direct key, and then press **Direct** again to view the Direct Print menu.

- 3 Do one of the following:
 - Press ▲ or ▼ to choose a setting you need to change and press OK, and then press ▲ or ▼ to choose an option for the setting and press OK.
 - If you do not need to change the current default settings, go to step 4.

Print File Set ▲Paper Size Media Type ▼Multiple Page Select ▲▼ or OK



You can choose the following settings:

Paper Size
Media Type
Multiple Page
Orientation
Duplex
Collate
Tray Use
Print Quality
PDF Option

- Depending on the file type, some of these settings may not appear.
- 4 Press **Mono Start** or **Colour Start** if you have finished.
- 5 Press the dial pad key to enter the number of copies you want. Press **OK**.

Direct Print

FILE_1.PDF

No. of Copies:

Press Start

6 Press Mono Start or Colour Start to print the data.

! IMPORTANT

- To prevent damage to your machine, DO NOT connect any device other than a digital camera or USB Flash memory drive to the USB direct interface.
- DO NOT remove the USB Flash memory drive or digital camera from the USB direct interface until the machine has finished printing.



You can change the default settings for Direct Print by using the control panel when the machine is not in the Direct Print mode. Press **Menu**, **5** to enter the USB Direct I/F menu. (See *Menu table* on page 143.)

How to print from a computer

Printing a document

The machine can receive data from your computer and print it. To print from a computer, install the printer driver. (See Printing for Windows® or Printing and Faxing for Macintosh in Software User's Guide for the details about the print settings.)

- Install the Brother printer driver on the Installation CD-ROM. (See the Quick Setup Guide.)
- 2 From your application, choose the Print command.
- 3 Choose the name of your machine in the Print dialog box and click Properties.
- 4 Choose the settings you want in the Properties dialog box.
 - Paper Size
 - Orientation
 - Copies
 - Media Type
 - Resolution
 - Print Settings
 - Multiple Page
 - Duplex / Booklet
 - Paper Source
- 5 Click **OK** to begin printing.

11

How to scan to a computer

Scanning a document

There are several ways to scan documents. You can use the (SCAN) key on the machine or the scanner drivers on your computer.

- 1 To use the machine as a scanner, install a scanner driver. If the machine is on a Network, configure it with a TCP/IP address.
 - Install the scanner drivers on the Installation CD-ROM. (See the Quick Setup Guide and Scanning in the Software User's Guide.)
 - Configure the machine with a TCP/IP address if network scanning does not work. (See Configuring Network Scanning in the Software User's Guide.)
- 2 Load your document. (See How to load documents on page 27.)
 - Use the ADF to scan multiple pages of documents. It feeds each sheet automatically.
 - Use the scanner glass to scan a page of a book or one sheet at a time.
- 3 Do one of the following:
 - To scan using the <u></u> (SCAN) key, go to Scanning using the scan key on page 54.
 - To scan using a scanner driver at your computer, go to Scanning using a scanner driver on page 55.

Scanning using the scan key

For more information, see *Using the Scankey* in the *Software User's Guide*.

- 1 Press the (SCAN) key.
- 2 Choose the scan mode you want. Scan to:
 - File
 - USB
 - E-mail
 - OCR 1
 - Image
 - FTP
 - Network
 - (Macintosh users) Presto! PageManager must be downloaded and installed before use. See Accessing Brother Support (Macintosh) on page 4 for further instructions.
- (For network users)
 Choose the computer you want to send the data to.
- 4 Press Mono Start or Colour Start to begin scanning.

11

Scanning using a scanner driver

For more information, see Scanning a document using the TWAIN driver or Scanning a document using the WIA driver in the Software User's Guide.

- 1 Start a scanning application and click the **Scan** button.
- 2 Adjust the settings such as Resolution, Brightness and Scan Type in the Scanner Setup dialog box.
- 3 Click Start or Scan to begin scanning.



Routine maintenance

Replacing the consumable items

The following messages appear on the LCD in the Ready mode. These messages provide advanced warnings to replace the consumable items before they reach the end of their life. To avoid any inconvenience, you may want to buy spare consumable items before the machine stops printing.

Toner cartridge	Drum unit	
See Replacing a Toner cartridge on page 60. Model Name: TN-320BK, TN-325BK, TN-320C, TN-325C, TN-320M, TN-325M, TN-320Y, TN-325Y	See Replacing the drum unit on page 66. Model Name: DR-320CL	
Belt unit	Waste toner box	
See Replacing the belt unit on page 73.	See Replacing the waste toner box on page 78.	
Model Name: BU-300CL	Model Name: WT-300CL	

LCD messages	Consumable item to replace	Approximate life	How to replace	Model name
Toner Low	Toner cartridge	<black></black>	See page 60.	TN-320BK ³ ,
Prepare New X	magenta, Yellow	2,500 pages ^{1 2 3}		TN-325BK ⁴ ,
Cartridge.		4,000 pages ^{1 2 4}		TN-320C ³ , TN-325C ⁴ ,
		<cyan, magenta,<br="">Yellow></cyan,>		TN-325C , TN-320M ³ , TN-325M ⁴ ,
		1,500 pages ^{1 2 3}		TN-320Y ³ ,
		3,500 pages ^{1 2 4}		TN-325Y ⁴
WT Box End Soon	Waste toner box	50,000 pages ¹	See page 78.	WT-300CL

¹ A4 or Letter size single-sided pages.

 $^{^{2}\,\,}$ Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

³ Standard toner cartridge

⁴ High capacity toner cartridge

You will need to clean the machine regularly and replace the consumable items when the following messages are displayed on the LCD.

LCD messages	Consumable item to replace	Approximate life	How to replace	Model name
Replace Toner	Toner cartridge	<black></black>	See page 60.	TN-320BK ⁵ ,
		2,500 pages ^{1 2 5}		TN-325BK ⁶ ,
		4,000 pages ^{1 2 6}		TN-320C ⁵ ,
		Cyan, Magenta,		TN-325C ⁶ , TN-320M ⁵ .
		Yellow>		TN-320M ⁻ , TN-325M ⁶ ,
		1,500 pages ^{1 2 5}		TN-320Y ⁵ ,
		3,500 pages ^{1 2 6}		TN-325Y ⁶
Replace Parts Drum	Drum unit	25,000 pages ^{1 3 4}	See page 67.	DR-320CL
Drum Stop				
Replace Parts Belt Unit	Belt unit	50,000 pages ¹	See page 73.	BU-300CL
Replace WT Box	Waste toner box	50,000 pages ¹	See page 78.	WT-300CL
Replace Parts Fuser Unit	Fuser unit	100,000 pages ¹	Call your Brother dealer for a replacement fuser unit.	
Replace Parts Laser Unit	Laser unit	100,000 pages ¹	Call your Brother dealer for a replacement laser unit.	
Replace Parts PF Kit 1	Paper feeding kit 1	100,000 pages ¹	Call your Brother dealer for a replacement paper feeding kit 1.	
Replace Parts PF Kit 2	Paper feeding kit 2	100,000 pages ¹	Call your Brother dealer for a replacement paper feeding kit 2.	
Replace Parts PF Kit MP	Paper feeding kit MP	50,000 pages ¹	Call your Brother dealer for a replacement paper feeding kit MP.	

¹ A4 or Letter size single-sided pages.

² Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

³ 1 page per job.

⁴ Drum life is approximate and may vary by type of use.

⁵ Standard toner cartridge

⁶ High capacity toner cartridge



- If you choose not to return your used consumable, please discard the used consumable
 according to local regulations, keeping it separate from domestic waste. If you have questions,
 call your local waste disposal office. (See EU Directive 2002/96/EC and EN 50419 in the Safety
 and Legal Booklet.)
- We recommend placing used consumable items on a piece of paper to prevent accidentally spilling or scattering the material inside.
- If you use paper that is not a direct equivalent for the recommended paper, the life of consumable items and machine parts may be reduced.
- The projected life of the toner cartridges is based on ISO/IEC 19798. Frequency of replacement will vary depending on the complexity of printed pages, percentage of coverage and type of media used.

Replacing a Toner cartridge

Model Name: For the model name of toner cartridges, see *Replacing the consumable items* on page 56.

The Standard toner cartridges can print approximately 2,500 pages (black) or approximately 1,500 pages (cyan, magenta, yellow) ¹. The High Yield toner cartridges can print approximately 4,000 pages (black) or approximately 3,500 pages (cyan, magenta, yellow) ¹. Actual page count will vary depending on your average type of document. When a toner cartridge is running low, the LCD shows Toner Low.

The toner cartridges that come supplied with the machine are standard toner cartridges.

Approx. cartridge yield is declared in accordance with ISO/IEC 19798.



- It is a good idea to keep a new toner cartridge ready for use when you see the Toner Low warning.
- To ensure high quality printing, we recommend that you use only Brother Original toner cartridges. When you want to buy toner cartridges, please call your Brother dealer.
- We recommend that you clean the machine when you replace the toner cartridge. See Cleaning and Checking the machine on page 85.
- If you change the print density setting for lighter or darker printing, the amount of toner used will change.
- Wait to unpack the toner cartridge until immediately before you put it into the machine.

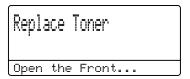
Toner Low



If the LCD shows Toner Low Prepare New X Toner Cartridge., buy a new toner cartridge and have it ready before you get a Replace Toner message. The LCD shows the toner colour that is near the end of its life (Cyan, Magenta, Yellow or Black).

Replace Toner

When the following message appears on the LCD, you need to replace the toner cartridge:



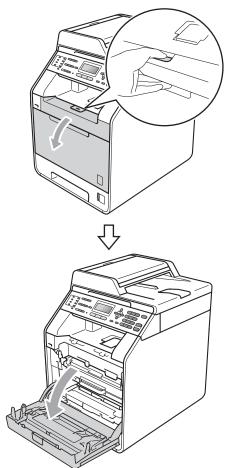
The message in the last line of the LCD indicates which colour you need to replace.

The machine will stop printing until you replace the toner cartridge. A new or unused Brother Original toner cartridge will reset the Replace Toner mode.

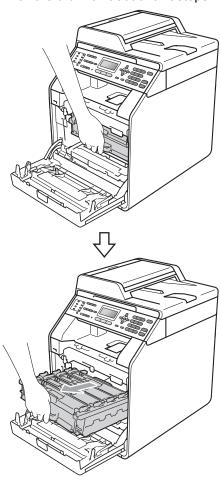
Æ

Replacing the toner cartridges

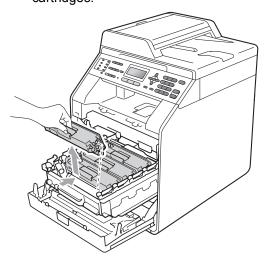
- 1 Make sure that the machine is turned on.
- 2 Press the front cover release button and then open the front cover.



Hold the green handle of the drum unit. Pull the drum unit out until it stops.



4 Hold the handle of the toner cartridge and slightly push it toward the machine to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.



MARNING

DO NOT put a toner cartridge into a fire. It could explode, resulting in injuries.

DO NOT use cleaning materials that contain ammonia, alcohol, any type of spray or any type of flammable substance to clean the inside or outside of the machine. Doing this may cause a fire or electrical shock.

See To use the product safely in the Safety and Legal Booklet for how to clean the machine.



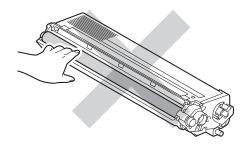




Be careful not to inhale toner.

! IMPORTANT

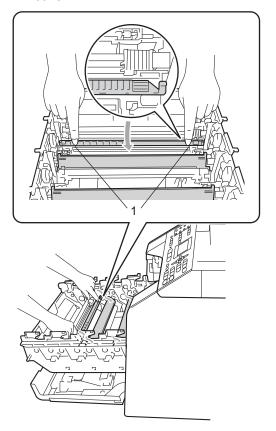
- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat, level, stable surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustration.



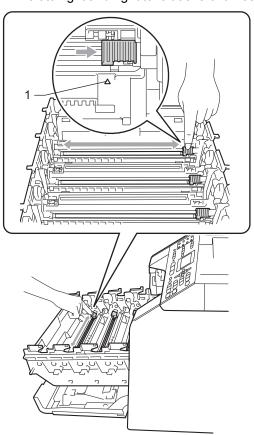


- Be sure to seal up the toner cartridge tightly in a suitable bag so that toner powder does not spill out of the cartridge.
- If you choose not to return your used consumable, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. (See EU Directive 2002/96/EC and EN 50419 in the Safety and Legal Booklet)

5 Push to release the latches of the corona wire cover (1), and then open the cover.



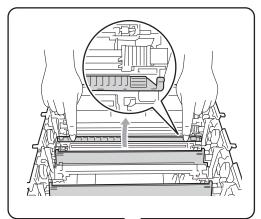
6 Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.

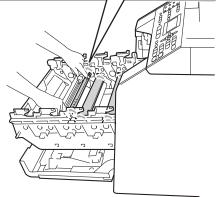




Be sure to return the tab to the home position (\blacktriangle) (1). If you do not, printed pages may have a vertical stripe.

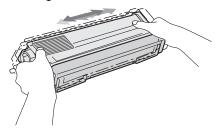
Close the corona wire cover.





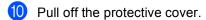
8 Repeat steps **5** to **7** to clean each of three remaining corona wires.

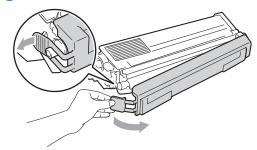
Unpack the new toner cartridge. Gently shake it from side to side several times to distribute the toner evenly inside the cartridge.



! IMPORTANT

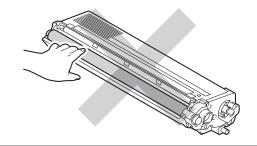
- Unpack the toner cartridge just before you put it in the machine. If a toner cartridge is left unpacked for a long time, the toner life will be shortened.
- If an unpacked drum unit is put in direct sunlight or room light, the unit may be damaged.
- Brother machines are designed to work with toner of a particular specification and will work to a level of optimum performance when used with Brother Original toner cartridges. Brother cannot guarantee this optimum performance if toner or toner cartridges of other specifications are used. Brother does not therefore recommend the use of cartridges other than Brother Original cartridges with this machine, or the refilling of empty cartridges with toner from other sources. If damage is caused to the drum unit or other part of this machine as a result of the use of toner or toner cartridges other than Brother Original products due to the incompatibility or lack of suitability of those products with this machine, any repairs required as a result may not be covered by the warranty.



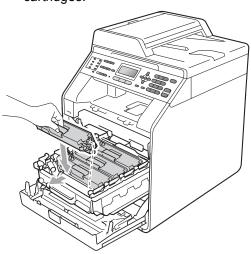


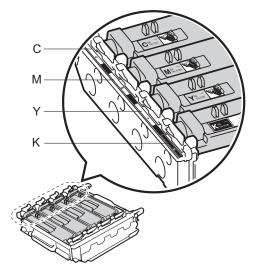
! IMPORTANT

Put the toner cartridge in the drum unit immediately after you have removed the protective cover. To prevent any degradation to the print quality, DO NOT touch the shaded parts shown in the illustrations.



Hold the handle of the toner cartridge and slide the toner cartridge into the drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge colour to the same colour label on the drum unit. Repeat this for all the toner cartridges.





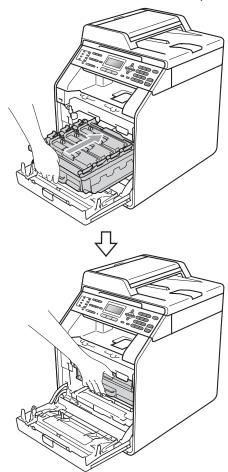
C - Cyan

M - Magenta

Y - Yellow

K - Black

12 Push the drum unit in until it stops.



(13) Close the front cover of the machine.



After you replace a toner cartridge, DO NOT turn off the machine's power switch or open the front cover until the LCD clears the Please Wait message and returns to Ready mode.

Replacing the drum unit

Model name: DR-320CL

A new drum unit can print approximately 25,000 A4 or Letter size single-sided pages.

IMPORTANT

For best performance, use a Brother Original drum unit and Brother Original toner units. Printing with a third-party drum unit or toner unit may reduce not only the print quality but also the quality and life of the machine itself. Warranty coverage may not apply to problems caused by the use of a third-party drum or toner unit.

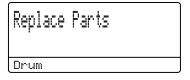
Drum Error



The corona wires have become dirty. Clean the corona wires in the drum unit. (See *Cleaning the corona wires* on page 91.)

If you cleaned the corona wires and Drum Error was not cleared then the drum unit is at the end of its life. Replace the drum unit with a new one.

Replace Drum

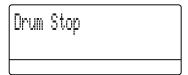


The drum unit has exceeded its rated life. Please replace the drum unit with a new one. We recommend a Brother Original drum unit be installed at this time.

After replacement, reset the drum counter by following the instructions included with the new drum unit.

A

Drum Stop



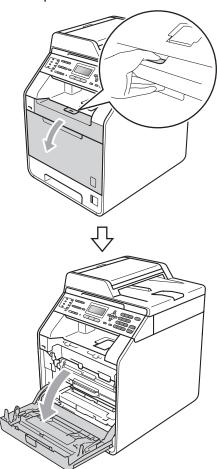
We cannot guarantee the print quality. Please replace the drum unit with a new one. We recommend a Brother Original drum unit be installed at this time.

After replacement, reset the drum counter by following the instructions included with the new drum unit.

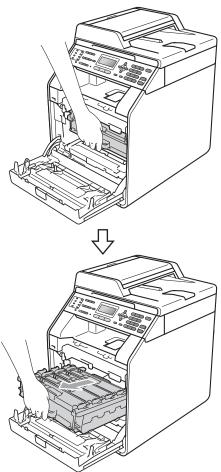
Replacing the drum unit

! IMPORTANT

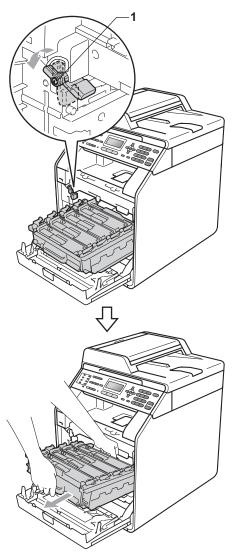
- While removing the drum unit, handle it carefully because it may contain toner. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.
- Every time you replace the drum unit, clean the inside of the machine. (See Cleaning and Checking the machine on page 85.)
- 1 Make sure that the machine is turned on.
- Press the front cover release button and then open the front cover.



Hold the green handle of the drum unit.
Pull the drum unit out until it stops.

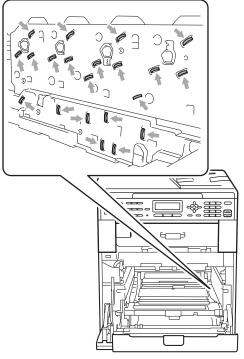


4 Turn the green lock lever (1) at the left of the machine anticlockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.

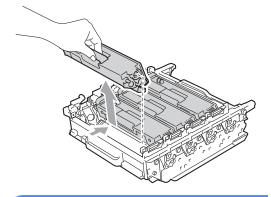


! IMPORTANT

- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



 Hold the green handles of the drum unit when you carry it. DO NOT hold the side of the drum unit. 5 Hold the handle of the toner cartridge and slightly push it to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.



▲ WARNING

DO NOT put a toner cartridge into a fire. It could explode, resulting in injuries.

DO NOT use cleaning materials that contain ammonia, alcohol, any type of spray, or any type of flammable substance to clean the outside or inside of the machine. Doing this may cause a fire or electrical shock.

See To use the product safely in the Safety and Legal Booklet for how to clean the machine.



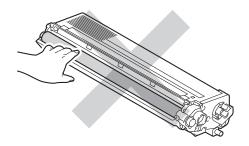




Be careful not to inhale toner.

IMPORTANT

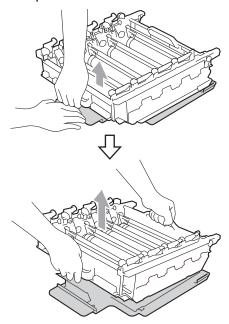
- Handle the toner cartridge carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.
- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.





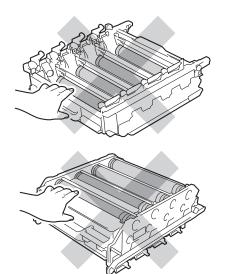
- Be sure to seal up the used drum unit tightly in a bag so that toner powder does not spill out of the unit.
- If you choose not to return your used consumable, please discard the used consumable according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office. (See EU Directive 2002/96/EC and EN 50419 in the Safety and Legal Booklet)

6 Unpack the new drum unit and remove the protective cover.

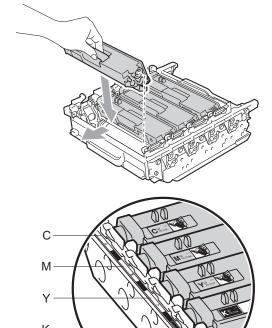


! IMPORTANT

 To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.



 Unpack the drum unit just before you put it in the machine. Exposure to direct sunlight or room light may damage the drum unit. 7 Hold the handle of the toner cartridge and slide the toner cartridge into the new drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge colour to the same colour label on the drum unit. Repeat this for all the toner cartridges.



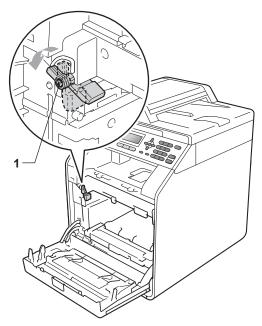
C - Cyan

M - Magenta

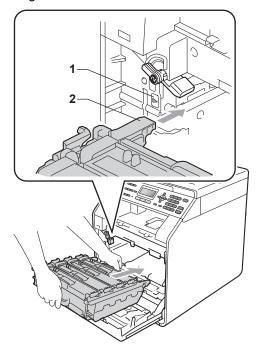
Y - Yellow

K - Black

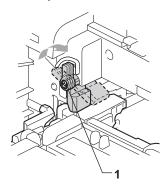
8 Make sure the green lock lever (1) is in the release position as shown in the illustration.



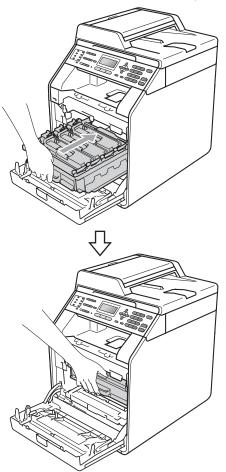
Match the guide ends (2) of the drum unit to the ► marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



10 Turn the green lock lever (1) clockwise to the lock position.



11 Push the drum unit in until it stops.



12 Close the front cover of the machine.

Resetting the drum counter

When you replace a drum unit with a new one, you need to reset the drum counter by completing the following steps:

- 1 Press Menu, 8, 4.
- 2 Press ▲ or ▼ to choose Drum. Press OK.
- 3 Press 1 to reset the drum unit counter.
- 4 Press Stop/Exit.

A

Replacing the belt unit

Model name: BU-300CL

A new belt unit can print approximately 50,000 A4 or Letter size single-sided pages.

Replace Belt

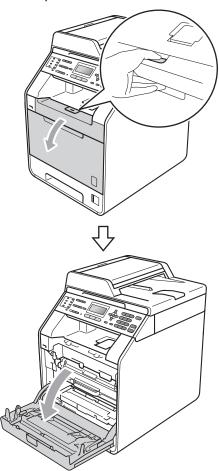
When the following message appears on the LCD, you need to replace the belt unit:

Replace Parts
Belt Unit

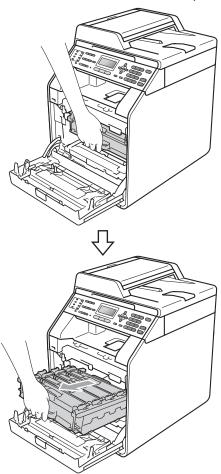
! IMPORTANT

- DO NOT touch the surface of the belt unit.
 If you touch it, it could degrade print quality.
- Damage caused by incorrect handling of the belt unit may void your warranty.

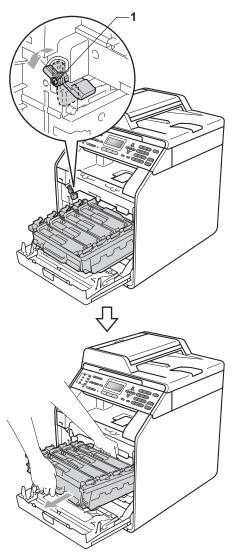
- 1 Make sure that the machine is turned on.
- 2 Press the front cover release button and then open the front cover.



Hold the green handle of the drum unit.
Pull the drum unit out until it stops.

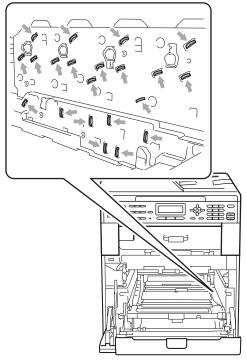


4 Turn the green lock lever (1) at the left of the machine anticlockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.

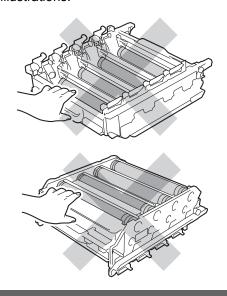


! IMPORTANT

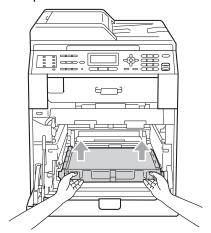
- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



 Hold the green handles of the drum unit when you carry it. DO NOT hold the side of the drum unit. To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

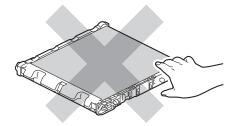


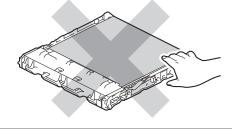
5 Hold the green handle of the belt unit with both hands and lift the belt unit up, then pull it out.



IMPORTANT

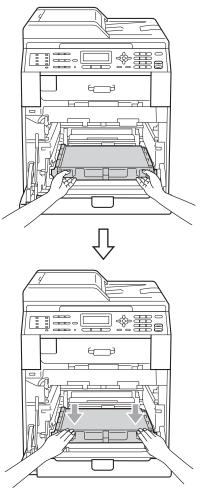
To avoid print quality problems, DO NOT touch the shaded parts shown in the illustration.



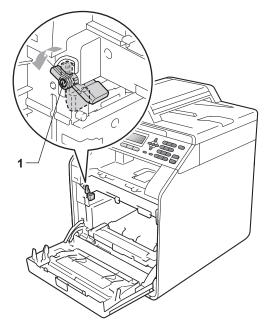


6 Unpack the new belt unit.

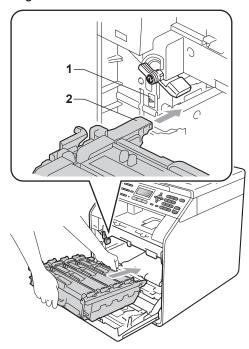
7 Put the new belt unit back in the machine. Make sure the belt unit is level and fits firmly into place.



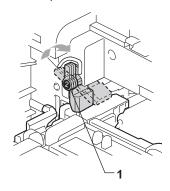
8 Make sure the green lock lever (1) is in the release position as shown in the illustration.



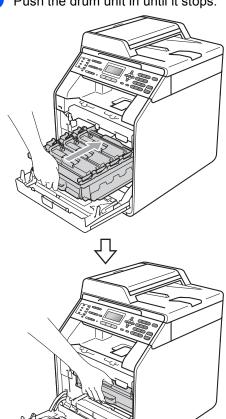
9 Match the guide ends (2) of the drum unit to the ▶ marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



10 Turn the green lock lever (1) clockwise to the lock position.



11 Push the drum unit in until it stops.



Close the front cover of the machine.

Resetting the belt unit counter

When you replace a belt unit with a new one, you need to reset the belt unit counter by completing the following steps:

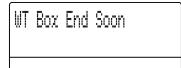
- Press Menu, 8, 4.
- Press ▲ or ▼ to select Belt Unit. Press OK.
- 3 Press 1 to reset the belt unit counter.
- 4 Press Stop/Exit.

Replacing the waste toner box

Model name: WT-300CL

A new waste toner box can print approximately 50,000 A4 or Letter size single-sided pages.

WT Box End Soon



If the LCD shows WT Box End Soon, it means the waste toner box is near the end of its life. Buy a new waste toner box and have it ready before you get a Replace WT Box message.

Replace WT Box

When the following message appears on the LCD, you need to replace the waste toner box:

Replace WT Box

WARNING

DO NOT put the waste toner box into a fire. It could explode.

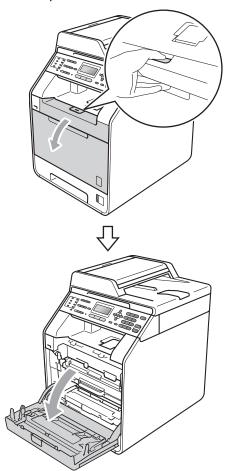
Be careful not to spill the toner. DO NOT inhale or allow it to get into your eyes.

IMPORTANT

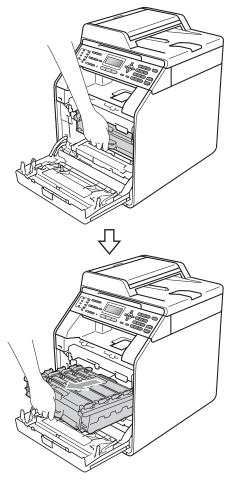
DO NOT reuse the waste toner box.

4

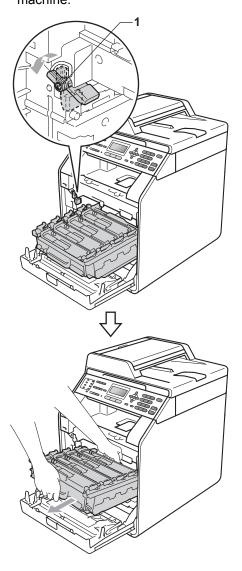
- 1 Make sure that the machine is turned on.
- 2 Press the front cover release button and then open the front cover.



3 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

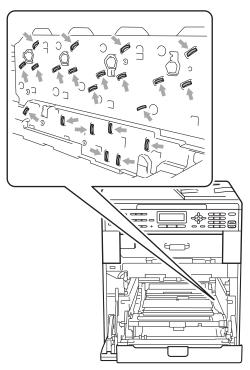


4 Turn the green lock lever (1) at the left of the machine anticlockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.

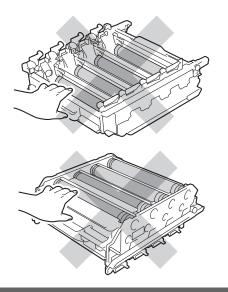


! IMPORTANT

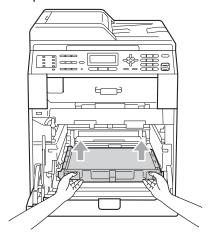
- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



 Hold the green handles of the drum unit when you carry it. DO NOT hold the side of the drum unit. To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.

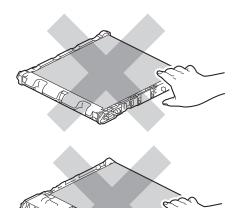


5 Hold the green handle of the belt unit with both hands and lift the belt unit up, then pull it out.

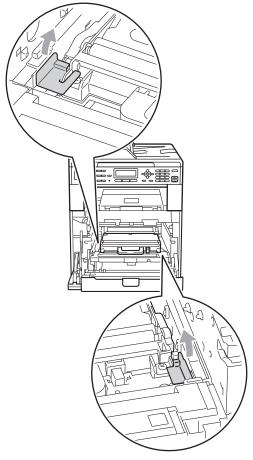


! IMPORTANT

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustration.



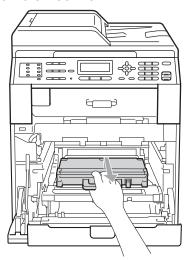
6 Remove two pieces of orange packing material and discard them.



Note

This step is only necessary when you are replacing the waste toner box for the first time, and are not required for the replacement waste toner box. The orange packing pieces are installed at the factory to protect your machine during shipment.

Hold the green handle of the waste toner box and remove the waste toner box from the machine.



A CAUTION

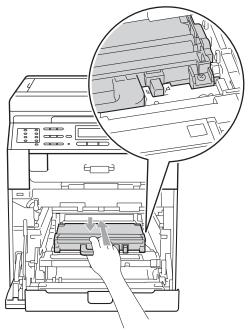
Handle the waste toner box carefully in case you accidentally spill or scatter toner. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.



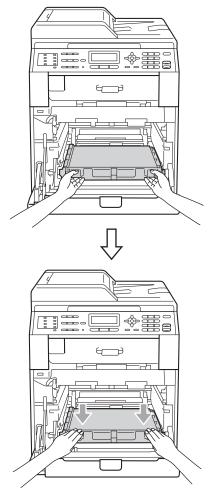
Discard the used waste toner box according to local regulations, keeping it separate from domestic waste. If you have questions, call your local waste disposal office.

4

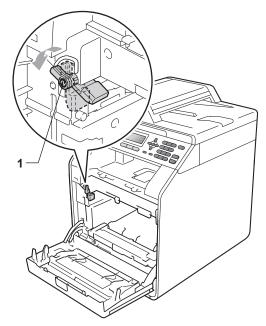
8 Unpack the new waste toner box and put the new waste toner box in the machine using the green handle. Make sure the waste toner box is level and fits firmly into place.



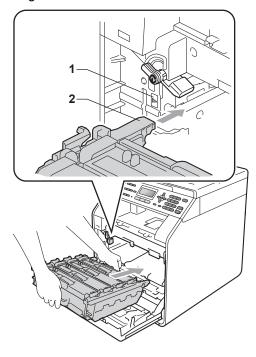
9 Put the belt unit back into the machine. Make sure the belt unit is level and fits firmly into place.



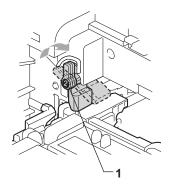
Make sure the green lock lever (1) is in the release position as shown in the illustration.



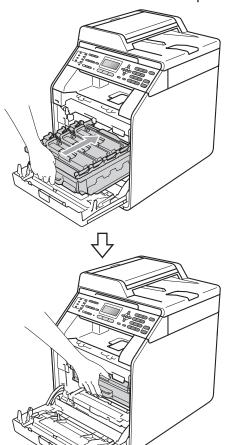
Match the guide ends (2) of the drum unit to the ▶ marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



12 Turn the green lock lever (1) clockwise to the lock position.



13 Push the drum unit in until it stops.



14 Close the front cover of the machine.

Cleaning and Checking the machine

Clean the outside and inside of the machine regularly with a dry, lint-free cloth. When you replace the toner cartridge or the drum unit, make sure that you clean the inside of the machine. If printed pages are stained with toner, clean the inside of the machine with a dry, lint-free cloth.

MARNING

DO NOT use any flammable substances, spray or organic solvent/liquids containing alcohol/ammonia to clean the inside or outside of the machine. Doing this may cause a fire or electrical shock.







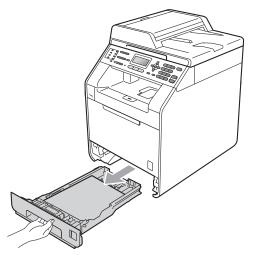
Be careful not to inhale toner.

• IMPORTANT

Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the surface of the machine.

Cleaning the outside of the machine

- 1 Turn off the machine. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the electrical socket.
- Pull the paper tray completely out of the machine.

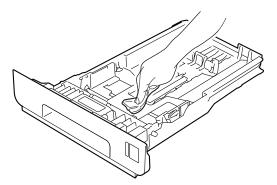


Wipe the outside of the machine with a dry, lint-free soft cloth to remove dust.



Remove any paper that is in the paper tray.

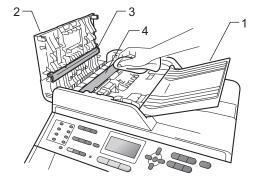
5 Wipe the inside and the outside of the paper tray with a dry, lint-free soft cloth to remove dust.



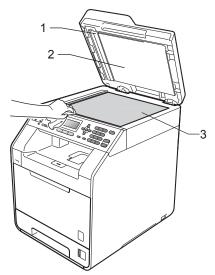
- 6 Re-load the paper and put the paper tray firmly back in the machine.
- Plug the machine's power cord back into the electrical socket first, connect all cables, and then plug in the telephone line cord. Turn on the machine.

Cleaning the scanner glass

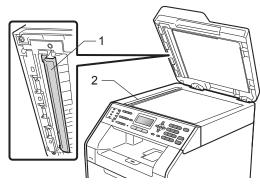
- 1 Turn off the machine. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the electrical socket.
- (MFC-9465CDN) Unfold the ADF document support (1) and then open the ADF cover (2).
 Clean the white bar (3) and the scanner glass strip (4) underneath it with a soft lint-free cloth moistened with water.
 Close the ADF cover (2) and fold the ADF document support (1).



3 Lift the document cover (1).
Clean the white plastic surface (2) and scanner glass (3) underneath it with a soft lint-free cloth moistened with water.



In the ADF unit, clean the white bar (1) and the scanner glass strip (2) underneath it with a soft lint-free cloth moistened with water.



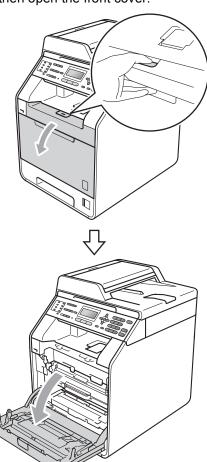


In addition to cleaning the scanner glass and glass strip with a soft lint-free cloth moistened with water, run your finger tip over the glass to see if you can feel anything on it. If you feel dirt or debris, clean the glass again concentrating on that area. You may need to repeat the cleaning process three or four times. To test, make a copy after each cleaning.

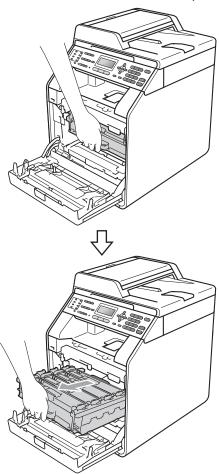
5 Plug the machine's power cord back into the electrical socket first, connect all cables, and then plug in the telephone line cord. Turn on the machine.

Cleaning the laser scanner windows

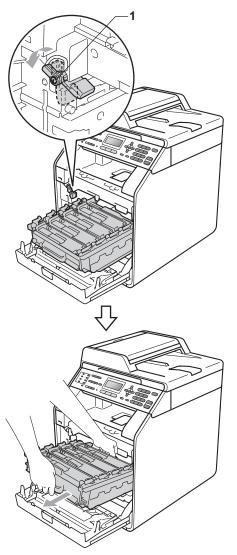
- 1 Turn off the machine. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the electrical socket.
- Press the front cover release button and then open the front cover.



Hold the green handle of the drum unit.
Pull the drum unit out until it stops.

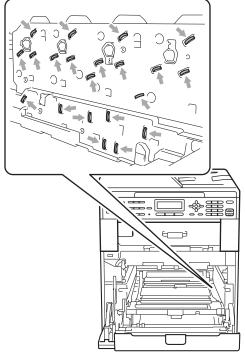


4 Turn the green lock lever (1) at the left of the machine anticlockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.

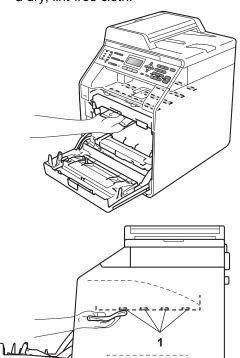


! IMPORTANT

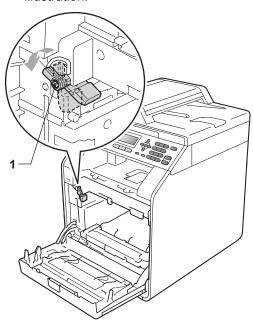
- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



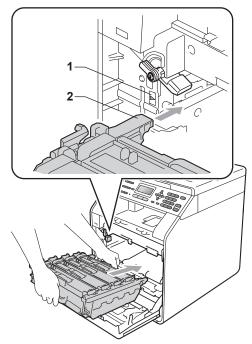
 Hold the green handles of the drum unit when you carry it. DO NOT hold the side of the drum unit. 5 Wipe the four scanner windows (1) with a dry, lint-free cloth.



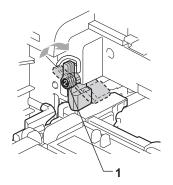
6 Make sure the green lock lever (1) is in the release position as shown in the illustration.



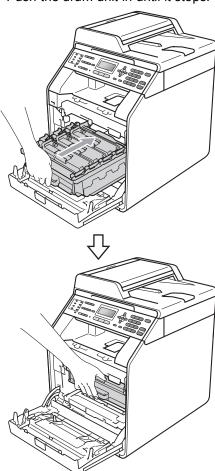
Match the guide ends (2) of the drum unit to the ▶ marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



8 Turn the green lock lever (1) clockwise to the lock position.



9 Push the drum unit in until it stops.

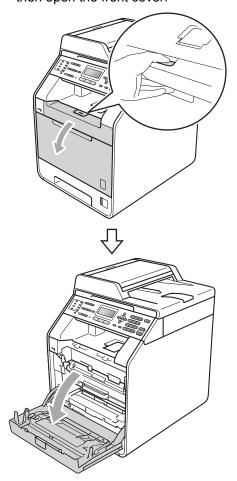


- 10 Close the front cover of the machine.
- Plug the machine's power cord back into the electrical socket first, connect all cables, and then plug in the telephone line cord. Turn on the machine.

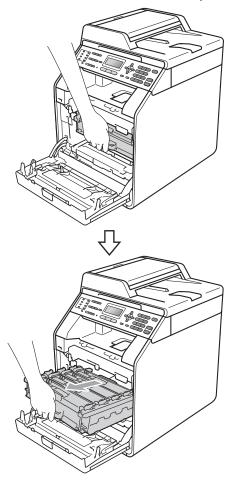
Cleaning the corona wires

If you have print quality problems, clean the four corona wires as follows:

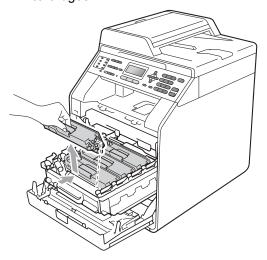
1 Press the front cover release button and then open the front cover.



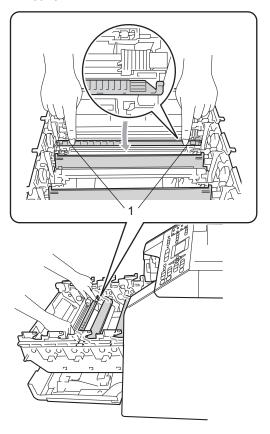
2 Hold the green handle of the drum unit. Pull the drum unit out until it stops.



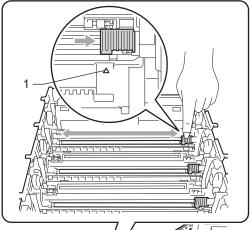
3 Hold the handle of the toner cartridge and slightly push it toward the machine to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.

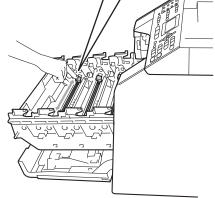


4 Push to release the latches of the corona wire cover (1), and then open the cover.



5 Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.

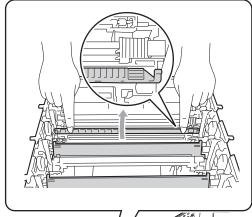


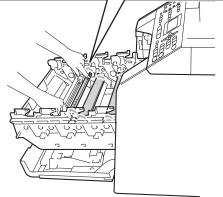




Be sure to return the tab to the home position (**A**) (1). If you do not, printed pages may have a vertical stripe.

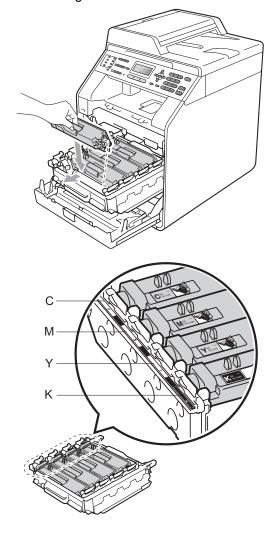
6 Close the corona wire cover.



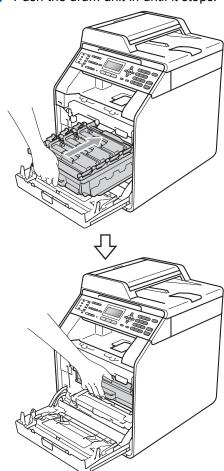


Repeat steps 4 to 6 to clean each of three remaining corona wires.

8 Hold the handle of the toner cartridge and slide the toner cartridge into the drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge colour to the same colour label on the drum unit. Repeat this for all the toner cartridges.



C - Cyan M - Magenta Y - Yellow K - Black 9 Push the drum unit in until it stops.



10 Close the front cover of the machine.

A

Cleaning the drum unit

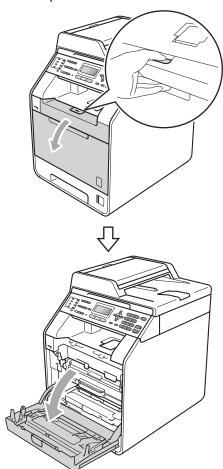
If your printout has coloured dots at 3.7 in. (94 mm) intervals, follow the steps below to solve the problem.

1 Make sure that the machine is in the Ready mode. Press Menu, 6, 7, then press Mono Start or Colour Start to print the drum dot check sheet.

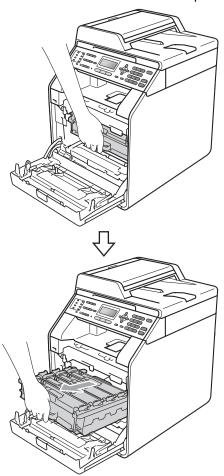
67.Drum Dot Print
Printing

2 Turn off the machine. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the electrical socket.

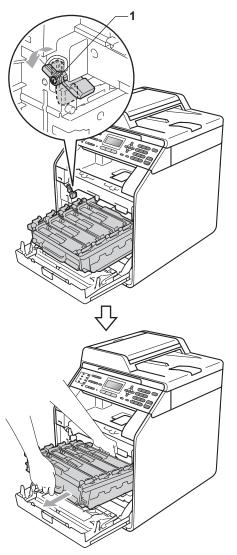
3 Press the front cover release button and then open the front cover.



4 Hold the green handle of the drum unit. Pull the drum unit out until it stops.

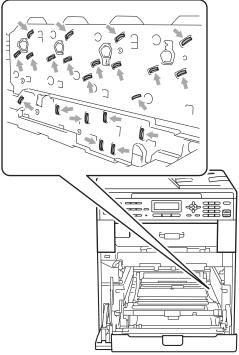


5 Turn the green lock lever (1) at the left of the machine anticlockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.

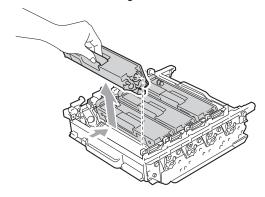


! IMPORTANT

- We recommend that you place the drum unit and/or the toner cartridge on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.

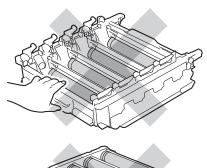


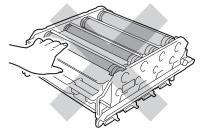
 Hold the green handles of the drum unit when you carry it. DO NOT hold the side of the drum unit. 6 Hold the handle of the toner cartridge and slightly push it to unlock it. Then pull it out of the drum unit. Repeat this for all the toner cartridges.



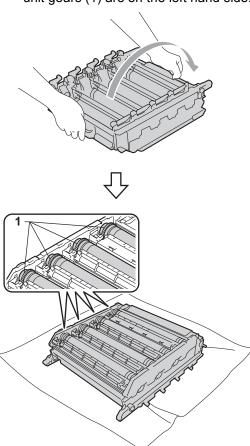
! IMPORTANT

To avoid print quality problems, DO NOT touch the shaded parts shown in the illustrations.



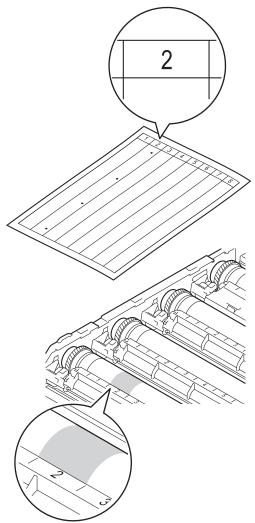


7 Turn the drum unit over by holding the green handles. Make sure that the drum unit gears (1) are on the left hand side.

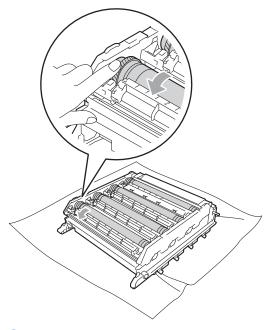


- 8 Note the following information from the drum dot check sheet:
 - Dot colour
 For example, a mark on the cyan drum would produce a cyan dot on the check sheet.
 - Dot location Note which of the printed columns the dot appears in.

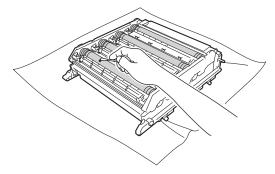
On the problem colour drum, use the numbered markers next to the drum roller to find the mark. For example, a cyan dot in column 2 on the check sheet would mean that there is a mark on the cyan drum in the "2" region.



Turn the drum unit gear toward you by hand while looking at the surface of the suspected area.



When you have found the mark on the drum that matches the drum dot check sheet, wipe the surface of the drum gently with a cotton swab until the mark on the surface comes off.

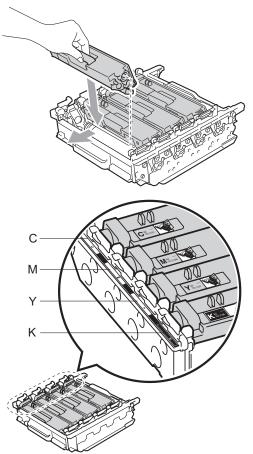


IMPORTANT

DO NOT clean the surface of the photosensitive drum with a sharp object.

Turn the drum unit over by holding the green handles.

Hold the handle of the toner cartridge and slide the toner cartridge into the drum unit, then slightly pull it toward you until you hear it click into place. Make sure that you match the toner cartridge colour to the same colour label on the drum unit. Repeat this for all the toner cartridges.



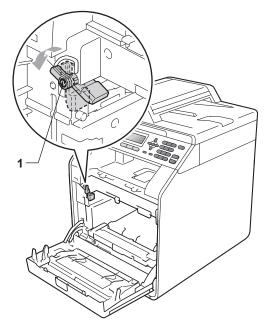
C - Cyan

M - Magenta

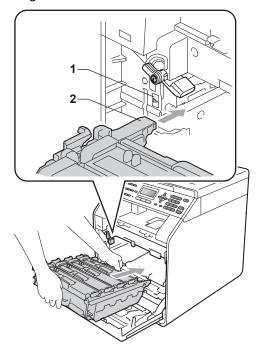
Y - Yellow

K - Black

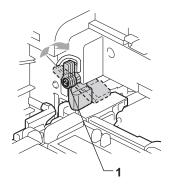
Make sure the green lock lever (1) is in the release position as shown in the illustration.



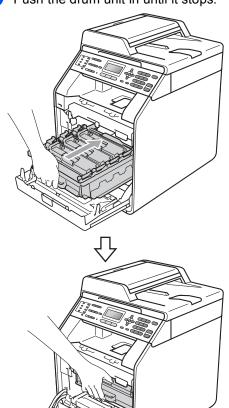
Match the guide ends (2) of the drum unit to the ▶ marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



Turn the green lock lever (1) clockwise to the lock position.



17 Push the drum unit in until it stops.



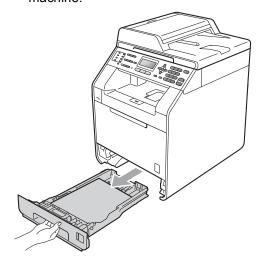
(18) Close the front cover of the machine.

Plug the machine's power cord back into the electrical socket first, connect all cables, and then plug in the telephone line cord. Turn on the machine.

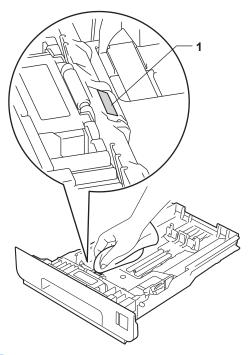
Cleaning the paper pick-up rollers

If you have paper feed problems, clean the pick-up rollers as follows:

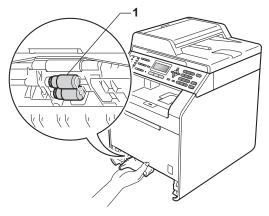
- 1 Turn off the machine. Unplug the power cord from the electrical socket.
- 2 Pull the paper tray completely out of the machine.



3 Tightly wring out a lint-free cloth soaked in lukewarm water, and then wipe the separator pad (1) of the paper tray with it to remove dust.



Wipe the two pick-up rollers (1) inside the machine to remove dust.



- 5 Put the paper tray back in the machine.
- 6 Plug the machine's power cord back into the electrical socket. Turn on the machine.

Calibration

The output density for each colour may vary depending on the environment the machine is in such as temperature and humidity. Calibration helps you to improve the colour density.

- 1 Press Menu, 4, 6.
- Press ▲ or ▼ to select Calibrate.
- 3 Press OK.
- 4 Press 1 to select Yes.
- 5 Press Stop/Exit.

You can reset the calibration parameters back to those set at the factory.

- 1 Press Menu, 4, 6.
- Press A or ▼ to Reset.
- 3 Press **OK**.
- 4 Press 1 to select Yes.
- 5 Press Stop/Exit.



- If an error message is displayed, press
 Mono Start or Colour Start and try again.
 (For more information, see Error and
 maintenance messages on page 105.)
- If you print using the Windows[®] printer driver, the driver will get the calibration data automatically if both Use Calibration Data and Get Device Data
 Automatically are on. The default settings are on. (See Advanced tab in the Software User's Guide.)
- If you print using the Macintosh printer driver, you need to perform the calibration using the **Status Monitor**. After turning the **Status Monitor** on, choose Color Calibration from the Control menu. (See *Status Monitor* in the *Software User's Guide*. When the **Status Monitor** is open, choose **Control / Color Calibration** from the menu bar.)

Auto Registration

Registration

If solid areas of colour or images have cyan, magenta or yellow fringes, you can use the auto-registration feature to correct the problem.

- Press Menu, 4, 7.
- To start, press 1. To exit, press 2.
- 3 Press Stop/Exit.

Manual Registration

If colour still appears incorrectly after autoregistration, you will need to perform manual registration.

- 1 Press Menu, 4, 8, 1.
- Press Mono Start or Colour Start to start printing the colour registration chart.
- When the machine has finished printing the registration chart, press 2 (Set Regist.) to correct the colour manually.
- 4 Starting at 1 (1 Magenta Left) on the chart, check which coloured bar has the most uniform print density and enter its number into the machine using the ▲ and ▼ keys.

 Press OK.

Repeat for 2 (2 Cyan Left), 3 (3 Yellow Left), 4, 5, 6 to 9.

5 Press Stop/Exit.

Frequency (Colour Correction)

You can set how often the colour correction (Colour Calibration and Auto Registration) occurs. The default setting is Normal. The colour correction process consumes some amount of the toner.

- 1 Press Menu, 4, 9.
- Press ▲ or ▼ to choose Normal, Low or
 Off.
 Press OK.
- 3 Press Stop/Exit.

B

Troubleshooting

Error and maintenance messages

As with any sophisticated office product, errors may occur and consumable items may need to be replaced. If this happens, your machine identifies the error or required routine maintenance and shows the appropriate message. The most common error and maintenance messages are shown below.

You can clear most errors and perform routine maintenance messages by yourself. If you need more help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips:

Visit us at http://solutions.brother.com/.

Error Message	Cause	Action
Access Denied	The function you want to use is restricted by Secure Function Lock.	Contact your administrator to check your Secure Function Lock Settings.
Access Error	The device is removed from the USB direct interface while the data is processing.	Press Stop/Exit . Reinsert the device and try to print with Direct Print.
BT Call Sign On (U.K. only)	BT Call Sign is set to On. You cannot change the Receive Mode from Manual to another mode.	Set BT Call Sign to Off. (See BT Call Sign (U.K. only) in Chapter 5 of the Advanced User's Guide.)
Calibrate	Calibration failed.	Press Mono Start or Colour Start and try it again.
		Turn off the machine. Wait a few seconds, then turn it on again.
		■ Put in a new drum unit. (See Replacing the drum unit on page 67.)
		■ Put in a new belt unit. (See <i>Replacing</i> the belt unit on page 73.)
		■ Put in a new waste toner box. (See Replacing the waste toner box on page 78.)
		If the problem continues, call your Brother dealer.
Cartridge Error Put the Black (K) Toner Cartridge back in. 1	The toner cartridge is not installed correctly.	Pull out the drum unit and remove the toner cartridge for the colour that is indicated on the LCD, then re-install the toner cartridge in the drum unit.
The toner cartridge colour with the problem is shown in the message.		

Error Message	Cause	Action
Comm.Error	Poor telephone line quality caused a communication error.	Try sending the fax again or try connecting the machine to another telephone line. If the problem continues, call the telephone company and ask them to check your telephone line.
Condensation	One of the issues that can cause this error is that condensation may form inside the machine after a room temperature change.	Leave switched ON. Fully open the front cover. Wait 30 minutes, switch OFF and close cover, then switch ON. If this does not clear the error, call your Brother dealer.
Connection Fail	You tried to poll a fax machine that is not in Polled Waiting mode.	Check the other fax machine's polling setup.
Cooling Down Wait for a while	The temperature of the drum unit or toner cartridge is too hot. The machine will pause its current	Make sure that you can hear the fan in the machine spinning and that the exhaust outlet is not blocked by something.
	print job and go into cooling down mode. During the cooling down mode, you will hear the cooling fan running while the LCD shows Cooling Down, and Wait for	If the fan is spinning, remove any obstacles that surround the exhaust outlet, and then leave the machine turned on but do not use it for several minutes.
	a while.	If the fan is not spinning, disconnect the machine from the power for several minutes, then reconnect it.
Cover is Open	The front cover is not completely closed.	Close the front cover of the machine.
Cover is Open	The ADF cover is not completely closed.	Close the ADF cover of the machine.
	The ADF is open while loading a document.	Close the ADF cover of the machine, then press Stop/Exit .
Cover is Open	The fuser cover is not completely	■ Close the fuser cover of the machine.
	closed or paper was jammed in the back of the machine when you turned on the power.	Make sure paper is not jammed inside the back of the machine, and then close the fuser cover and press Mono Start or Colour Start.
DIMM Error	The DIMM is not installed correctly.	■ Turn off the machine and remove the DIMM.
	■ The DIMM is broken.	■ Confirm the DIMM meets the required
	The DIMM does not meet the required specifications.	specifications. (See Memory board in Appendix B of the Advanced User's Guide.)
		Re-install the DIMM correctly. Wait a few seconds, and then turn it on again.
		■ If this error message appears again, replace the DIMM with a new one. (See Installing extra memory in Appendix B of the Advanced User's Guide.)

Error Message	Cause	Action
Disconnected	The other person or other person's fax machine stopped the call.	Try to send or receive again.
Document Jam	The document was not inserted or fed correctly, or the document scanned from the ADF was too long.	See Document is jammed in the top of the ADF unit on page 113 or Using the automatic document feeder (ADF) on page 27.
Drum Error	The corona wire on the drum unit needs to be cleaned.	Clean the corona wire on the drum unit. (See <i>Cleaning the corona wires</i> on page 91.)
Drum Stop	It is time to replace the drum unit.	Replace the drum unit. (See Replacing the drum unit on page 67.)
Duplex Disabled	The back of the machine is not	Close the back cover of the machine.
Close the Back Cover of the machine.	closed completely.	
Duplex Disabled	Although the size of paper in the	Make sure the paper tray contains only the
Reload paper, then press Start.	paper tray matches the paper size that was selected from the control panel or printer driver, the machine has stopped printing when it encountered an additional, different size of paper in the tray.	size of paper you select in either the control panel or printer driver, then press Mono Start or Colour Start.
	The paper tray was pulled out before the machine completed printing on both sides of the paper.	Re-install the paper tray and press Mono Start or Colour Start.
EL Error	The machine has a mechanical problem.	Open the front cover and close it again.
Fuser Error	The temperature of the fuser unit does not rise to a specified temperature within the specified time.	Turn the power switch off, wait a few seconds, and then turn it on again. Leave the machine for 15 minutes with the power on.
	The fuser unit is too hot.	
Init Unable XX	The machine has a mechanical problem.	Turn the power switch off, and then turn it on again. (See Transferring your faxes or Fax Journal report on page 112.)
		If the problem continues, call your Brother dealer.
Jam Duplex	The paper is jammed underneath Paper Tray 1 or in the fuser unit.	(See Paper is jammed underneath paper tray 1 on page 123.)
Jam Inside	The paper is jammed inside the machine.	(See <i>Paper is jammed inside the machine</i> on page 119.)
Jam MP Tray	The paper is jammed in the MP tray of the machine.	(See Paper is jammed in the MP tray on page 115.)

Error Message	Cause	Action
Jam Rear	The paper is jammed in the back of the machine.	(See Paper is jammed at the back of the machine on page 117.)
Jam Tray 1	The paper is jammed in the paper	(See Paper is jammed in paper tray 1 or
Jam Tray 2	tray of the machine.	tray 2 on page 116.)
Limit Exceeded	The printing limit set by Secure Function Lock 2.0 was reached.	Contact your administrator to check your Secure Function Lock Settings.
Low Temperature	The room temperature is too low for the machine to operate.	Increase the room temperature to allow the machine to operate.
No Belt Unit	The belt unit is not installed correctly.	Re-install the belt unit. (See Replacing the belt unit on page 73.)
No Paper	The machine is out of paper or	Do one of the following:
	paper is not correctly loaded in the paper tray.	■ Refill the paper in the paper tray.
	the paper tray.	■ Remove the paper and load it again.
		If the problem is not resolved, the paper pick-up roller may need to be cleaned. Clean the paper pick-up roller. (See Cleaning the paper pick-up rollers on page 101.)
No Permission	You have attempted to print in colour using a Secure Function Lock ID that is restricted to mono printing only. The print job will be cancelled.	Contact your administrator to check your Secure Function Lock Settings.
No Response/Busy	The number you dialled does not answer or is busy.	Verify the number and try again.
No Toner	The toner cartridge for the colour indicated on the LCD is not installed correctly.	Pull out the drum unit. Take out the toner cartridge for the colour indicated on the LCD, and then put it back into the drum unit.
No Tray	The paper tray indicated on the LCD is not installed properly.	Re-install the paper tray that is indicated on the LCD.
No Waste Toner	The waste toner box is not installed properly.	Re-install the waste toner box. (See Replacing the waste toner box on page 78.)
Not Available	The requested function is not permitted to all IDs by Secure Function Lock 2.0.	Contact your administrator to check your Secure Function Lock Settings.

Error Message	Cause	Action
Out of Memory	The machine's memory is full.	Fax sending or copy operation in progress
		Do one of the following:
		■ Press Mono Start or Colour Start to send or copy the scanned pages.
		Press Stop/Exit and wait until the other operations in progress finish, and then try again.
		■ Clear the faxes from the memory.
		Print the faxes that are stored in the memory to restore the memory to 100%. Then turn off Fax Storage to avoid storing more faxes in the memory. (See Printing a fax from the memory in Chapter 4 of the Advanced User's Guide and Fax Storage in Chapter 4 of the Advanced User's Guide.)
		Add optional memory. (See Memory board in Appendix B of the Advanced User's Guide.)
		Print operation in process
		Do one of the following:
		■ Reduce the print resolution. (See Advanced tab in the Software User's Guide.)
		■ Clear the faxes from the memory. (See the above explanation.)
Print Unable XX	The machine has a mechanical problem.	Do one of the following:
		■ Turn the power switch off, wait a few minutes, and then turn it on again. (See Transferring your faxes or Fax Journal report on page 112.)
		■ If the problem continues, call your Brother dealer.
Protected Device	The protect switch of the USB Flash memory drive is on.	Turn off the protect switch of the USB Flash memory drive.

Error Message	Cause	Action
Registration	Registration failed.	Press Mono Start or Colour Start and try again.
		Do one of the following:
		Turn off the machine's power switch. Wait a few seconds, then turn it on again.
		■ Try Manual Registration, Menu , 4 , 8 . (See <i>Manual Registration</i> on page 103.)
		■ Put in a new belt unit. (See Replacing the belt unit on page 73.)
		If the problem continues, call your Brother dealer.
Rename the File	There is already a file on the USB Flash memory drive with the same name as the file you are trying to save.	Change the file name of the file on the USB Flash memory drive or the file you are trying to save.
Replace Parts Belt Unit	It is time to replace the belt unit.	Replace the belt unit. (See Replacing the belt unit on page 73.)
Replace Parts	It is time to replace the drum unit.	Replace the drum unit.
Drum		(See Replacing the drum unit on page 67.)
	The drum unit counter was not	Reset the drum unit counter.
	reset when a new drum was installed.	(See Resetting the drum counter on page 72.)
Replace Parts Fuser Unit	It is time to replace the fuser unit.	Call your Brother dealer or a Brother Authorized Service Center to replace the fuser unit.
Replace Parts PF Kit 1	It is time to replace the paper feeding kit.	Call your Brother dealer or a Brother Authorized Service Center to replace the
PF Kit 2		PF Kit.
PF Kit MP		
Replace Toner	The toner cartridge is at the end of its life.	Replace the toner cartridge for the colour indicated on the LCD. (See <i>Replacing a Toner cartridge</i> on page 60.)
Replace WT Box	It is time to replace the waste toner box.	Replace the waste toner box. (See Replacing the waste toner box on page 78.)
Scan Unable XX	The machine has a mechanical problem.	■ Turn the power switch off, and then turn it on again. (See <i>Transferring your faxes or Fax Journal report</i> on page 112.)
		If the problem continues, call your Brother dealer.
	Document is too long for duplex scanning.	Press Stop/Exit . Use the suitable size of paper for duplex scanning. (See <i>Print media</i> on page 166.)

Error Message	Cause	Action
Short paper	The length of the paper in the tray is too short for the machine to deliver it to the <i>Face down</i> output tray.	Open the back cover to let the printed paper out on the back output tray. Remove the printed pages and then press Mono Start or Colour Start .
Size Error DX	The paper size defined in the printer driver is not usable for the automatic duplex printing.	Press Mono Start or Colour Start. Choose a paper size which is supported by the duplex tray. (See <i>Type and size of paper</i> on page 22.)
Size mismatch	The paper in the tray is not the correct size.	Load the correct size of paper in the tray and set the "Paper Size" (Menu , 1 , 2 , 2). (See <i>Paper Size</i> on page 19.)
Small paper	The paper size specified in the printer driver is too small for the machine to deliver it to the <i>Face down</i> output tray.	Open the back cover to let the printed paper out on the back output tray and then press Mono Start or Colour Start .
Toner Error	One or more toner cartridges are not installed correctly.	Pull out the drum unit. Take out all the toner cartridges, and then put them back into the drum unit.
Toner Low	The toner cartridge is near the end of its life.	Buy a new toner cartridge for the colour that is indicated on the LCD before you get a Replace Toner message.
Too Many Files	There are too many files stored on the USB Flash memory drive.	Reduce the number of files stored on the USB Flash memory drive.
Unusable Device	An incompatible or defective device has been connected to the USB direct interface.	Remove the USB Flash memory drive from the USB direct interface.
WT Box End Soon	The waste toner box is near the end of its life.	Buy a new waste toner box before you get a Replace WT Box message.

Transferring your faxes or Fax Journal report

If the LCD shows:

- Init Unable XX
- Print Unable XX
- Scan Unable XX

We recommend transferring your faxes to another fax machine or to your PC. (See *Transferring faxes to another fax machine* on page 112 or *Transferring faxes to your PC* on page 112.)

You can also transfer the Fax Journal report to see if there are any faxes you need to transfer. (See *Transferring Fax Journal report to another fax machine* on page 112.)



If there is an error message on the machine's LCD, after the faxes have been transferred, disconnect the machine from the power source for several minutes, and then reconnect it.

Transferring faxes to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Enter personal information (Station ID)* in the *Quick Setup Guide*.)

- 1 Press Menu, 9, 0, 1.
- 2 Do one of the following:
 - If the LCD shows No Data, there are no faxes left in the machine's memory. Press Stop/Exit.
 - Enter the fax number to which faxes will be forwarded.
- Press Mono Start or Colour Start.

Transferring faxes to your PC

You can transfer the faxes from your machine's memory to your PC.

- 1 Make sure that you have installed MFL-Pro Suite on your PC, and then turn on PC-Fax Receiving on the PC. (For details about PC-Fax Receive, see PC-FAX receiving in the Software User's Guide.)
- 2 Make sure that you have set
 PC Fax Receive on the machine.
 (See PC-Fax Receive in Chapter 4 of
 the Advanced User's Guide.)
 If faxes are in the machine's memory
 when you set up PC-Fax Receive, the
 LCD will ask if you want to transfer the
 faxes to your PC.
- Oo one of the following:
 - To transfer all faxes to your PC, press 1. You will be asked if you want a backup print.
 - To exit and leave the faxes in the memory, press 2.
- 4 Press Stop/Exit.

Transferring Fax Journal report to another fax machine

If you have not set up your Station ID, you cannot enter fax transfer mode. (See *Enter personal information (Station ID)* in the *Quick Setup Guide*.)

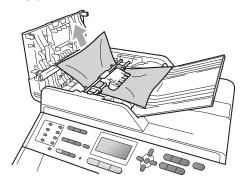
- 1 Press Menu, 9, 0, 2.
- 2 Enter the fax number to which the Fax Journal report will be forwarded.
- 3 Press Mono Start or Colour Start.

В

Document Jams and Paper Jams

Document is jammed in the top of the ADF unit

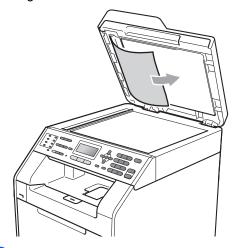
- 1 Take out any paper from the ADF that is not jammed.
- 2 Open the ADF cover.
- Pull the jammed document out to the left.



- Close the ADF cover.
- 5 Press Stop/Exit.

Document is jammed under the document cover

- 1 Take out any paper from the ADF that is not jammed.
- 2 Lift the document cover.
- 3 Pull the jammed document out to the right.



- 4 Close the document cover.
- 5 Press Stop/Exit.

Removing small documents jammed in the ADF

- 1 Lift the document cover.
- 2 Insert a piece of stiff paper, such as cardstock, into the ADF to push any small paper scraps through.



- 3 Close the document cover.
- 4 Press Stop/Exit.

Document is jammed at the output tray

- 1 Take out any paper from the ADF that is not jammed.
- Pull the jammed document out to the right.

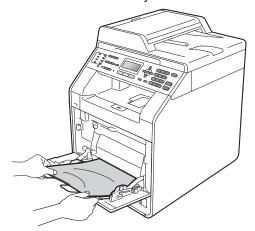


3 Press Stop/Exit.

Paper is jammed in the MP tray

If the LCD shows $\mbox{\tt Jam MP Tray},$ follow these steps:

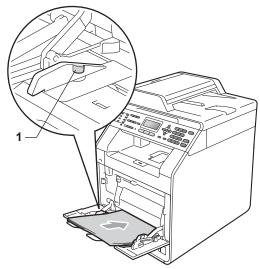
- 1 Remove the paper from the MP tray.
- 2 Remove any jammed paper from in and around the MP tray.



3 Fan the paper stack, and then put it back in the MP tray.



When loading paper in the MP tray, make sure that the paper stays under the maximum paper height guides (1) on both sides of the tray.



5 Press Mono Start or Colour Start to resume printing.

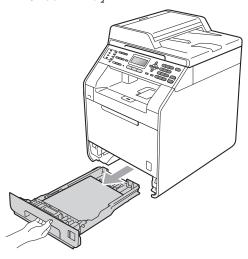
Paper is jammed in paper tray 1 or tray 2

If the LCD shows Jam Tray 1 or Jam Tray 2, follow these steps:

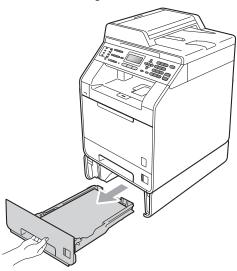
1

Pull the paper tray completely out of the machine.

For Jam Tray 1:

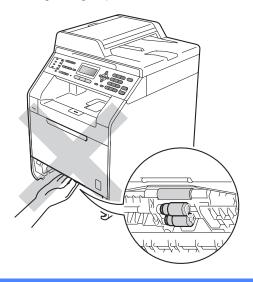


For Jam Tray 2:

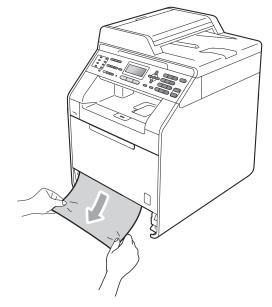


▲ WARNING

DO NOT touch the shaded parts shown in the illustration. These rollers may be rotating at high speed.



2 Use both hands to slowly pull out the jammed paper.



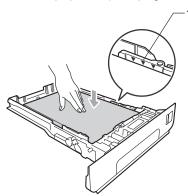
! IMPORTANT

If the paper cannot easily be removed in this direction, stop and follow the instructions for *Paper is jammed inside the machine* on page 119.



Pulling out the jammed paper downwards allows you to remove the paper easier.

Make sure the paper is below the maximum paper mark (▼ ▼ ▼) (1) of the paper tray. While pressing the green paper-guide release lever, slide the paper guides to fit the paper size. Make sure that the guides are firmly in the slots. (See Loading paper in the standard paper tray on page 11.)

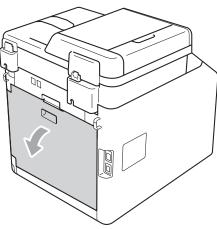


4 Put the paper tray firmly back in the machine.

Paper is jammed at the back of the machine

If the LCD shows Jam Rear, a paper jam occurred behind the back cover. Follow these steps:

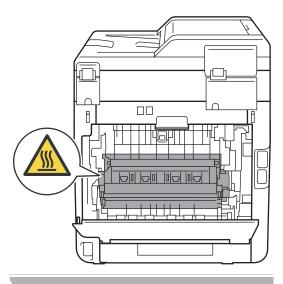
- 1 Leave the machine turned on for 10 minutes to cool down.
- 2 Open the back cover.



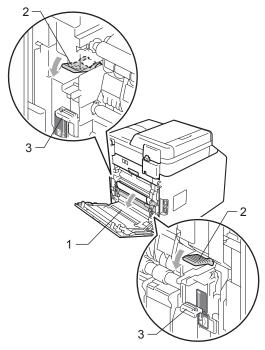
A CAUTION

MHOT SURFACE

After you have just used the machine, some internal parts of the machine will be extremely hot. Wait for the machine to cool down before you touch the internal parts of the machine.



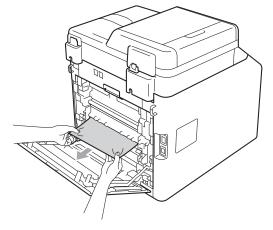
3 Pull the green tabs (2) at the left and right hand sides toward you and fold down the fuser cover (1).



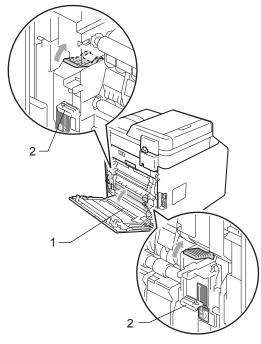


If the envelope levers (3) inside the back cover are pulled down to the envelope position, lift these levers to the original position before pulling the green tabs (2) down.

Using both hands, gently pull the jammed paper out of the fuser unit.



5 Close the fuser cover (1).





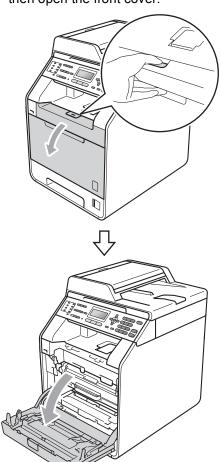
If you are printing on envelopes, pull down the envelope levers (2) to the envelope position again before closing the back cover.

6 Fully close the back cover.

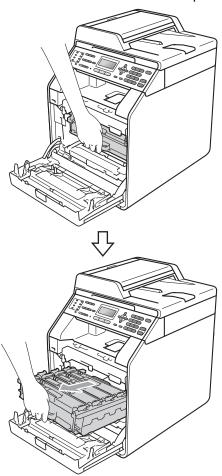
Paper is jammed inside the machine

If the LCD shows $\mbox{\tt Jam Inside}$, follow these steps:

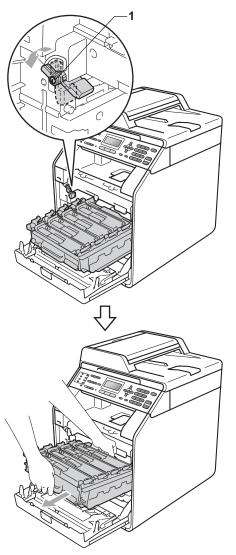
- 1 Turn off the machine. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the electrical socket.
- Press the front cover release button and then open the front cover.



Hold the green handle of the drum unit.
Pull the drum unit out until it stops.

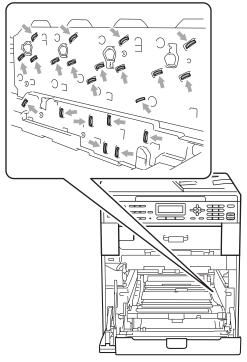


4 Turn the green lock lever (1) at the left of the machine anticlockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.

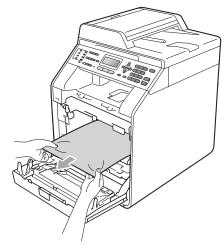


! IMPORTANT

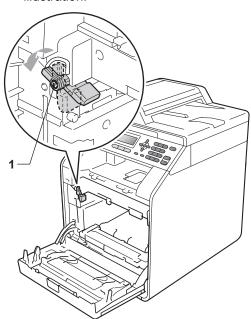
- We recommend that you place the drum unit and the toner cartridges on a clean, flat surface with a sheet of disposable paper or cloth underneath it in case you accidentally spill or scatter toner.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



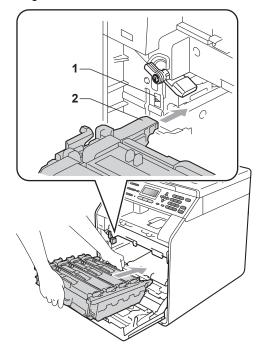
 Hold the green handles of the drum unit when you carry it. DO NOT hold the side of the drum unit. 5 Pull out the jammed paper slowly.



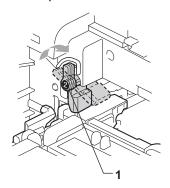
6 Make sure the green lock lever (1) is in the release position as shown in the illustration.



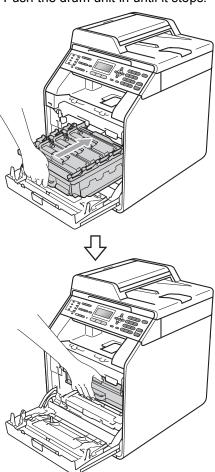
7 Match the guide ends (2) of the drum unit to the ▶ marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



8 Turn the green lock lever (1) clockwise to the lock position.



9 Push the drum unit in until it stops.



10 Close the front cover of the machine.



If you turn off the machine while the LCD shows Jam Inside, the machine will print incomplete data from your computer. Before you turn on the machine, delete the print spool job on your computer.

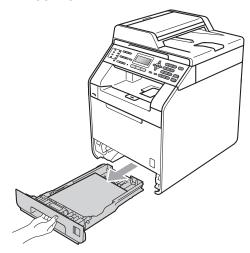
Plug the machine's power cord back into the electrical socket first, and reconnect all cables and the telephone line cord.

Turn on the machine.

Paper is jammed underneath paper tray 1

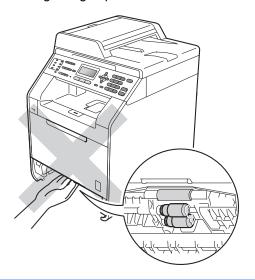
If the LCD shows Jam Duplex, follow these steps:

Pull the paper tray completely out of the machine.



▲ WARNING

DO NOT touch the shaded parts shown in the illustration. These rollers may be rotating at high speed.



2 If paper is not caught inside the machine, check underneath the paper tray.



3 Put the paper tray firmly back in the machine.

If you are having difficulty with your machine

If you think there is a problem with your machine, check the chart below and follow the troubleshooting tips.

Most problems can be easily resolved by yourself. If you need additional help, the Brother Solutions Center offers the latest FAQs and troubleshooting tips.

Visit us at http://solutions.brother.com/.

If you think there is a problem with the way your faxes look, make a copy first. If the copy looks good, the problem may not be your machine. Check the chart below and follow the troubleshooting tips.

Printing or printing received faxes

Difficulties	Suggestions
■ Condensed print	Usually this is caused by a poor telephone connection. If your copy looks good,
■ Horizontal streaks	you probably had a bad connection, with static or interference on the telephone line. Ask the other party to send the fax again.
Top and bottom sentences are cut off	
■ Missing lines	
Poor print quality	See Improving the print quality on page 133.
Vertical black lines when receiving	The corona wires for printing may be dirty. Clean the corona wires on the drum unit. (See <i>Cleaning the corona wires</i> on page 91.)
	The sender's scanner may be dirty. Ask the sender to make a copy to see if the problem is with the sending machine. Try receiving from another fax machine.
	If the problem continues, call your dealer for service.
Received faxes appear as split or blank pages.	If the received faxes are divided and printed on two pages or if you get an extra blank page, your paper size setting may not be correct for the paper you are using. (See <i>Paper Size</i> on page 19.)
	Turn on Auto Reduction. (See <i>Printing a reduced incoming fax</i> in <i>Chapter 4</i> of the <i>Advanced User's Guide</i> .)

Telephone line or connections

Difficulties	Suggestions
Dialling does not work.	Check for a dial tone.
	Change Tone/Pulse setting. (See the Quick Setup Guide.)
	Check all line cord connections.
	Check that the machine is plugged in and switched on.
	If an external phone is connected to the machine, send a manual fax by lifting the handset of the external telephone and dialling the number. Wait to hear the fax receiving tones before pressing Mono Start or Colour Start .
The machine does not answer when called.	Make sure the machine is in the correct receive mode for your setup. (See Receive Mode settings on page 35.) Check for a dial tone. If possible, call your machine to hear it answer. If there is still no answer, check the telephone line cord connection. If you do not hear ringing when you call your machine, ask your telephone company to check the line.

Receiving Faxes

Difficulties	Suggestions
Cannot receive a fax.	Check all line cord connections. Make sure the telephone line cord is plugged into the telephone wall socket and the LINE socket of the machine. If you subscribe to DSL or VoIP services, please contact your service provider for connection instructions.
	Make sure the machine is in the correct Receive Mode. This is determined by the external devices and telephone subscriber services you have on the same line as the Brother machine. (See <i>Receive Mode settings</i> on page 35.)
	If you have a dedicated fax line and want your Brother machine to automatically answer all incoming faxes, you should select Fax Only mode.
	If your Brother machine shares a line with an external answering machine, you should select the External TAD mode. In External TAD mode, your Brother machine will automatically receive incoming faxes and voice callers will be able to leave a message on your answering machine.
	If your Brother machine shares a line with other telephones and you want it to automatically answer all incoming faxes, you should select the Fax/Tel mode. In Fax/Tel mode, your Brother machine will automatically receive faxes and produce a fast double-ring to alert you to answer voice calls.
	If you do not want your Brother machine to automatically answer any incoming faxes, you should select the Manual mode. In Manual mode, you must answer every incoming call and activate the machine to receive faxes.
Cannot receive a fax. (continued)	Another device or service at your location may be answering the call before your Brother machine answers. To test this, lower the ring delay setting:
	■ If the answer mode is set to Fax Only or Fax/Tel, reduce the ring delay to 1 ring. (See <i>Ring Delay</i> on page 35.)
	■ If the answer mode is set to External TAD, reduce the number of rings programmed on your answering machine to 2.
	■ If the answer mode is set to Manual, DO NOT adjust the ring delay setting.
	Have someone send you a test fax:
	■ If you received the test fax successfully, your machine is operating properly. Remember to reset your ring delay or answering machine setting back to your original setting. If receiving problems recur after resetting the ring delay, then a person, device, or subscriber service is answering the fax call before the machine has a chance to answer.
	If you were not able to receive the fax, then another device or subscriber service may be interfering with your fax reception or there may be a problem with your fax line.

Receiving Faxes (continued)

Difficulties	Suggestions
Cannot receive a fax. (continued)	If you are using a telephone answering machine (External TAD mode) on the same line as the Brother machine, make sure your answering machine is set up correctly. (See <i>Connecting an external TAD</i> on page 38.)
	1 Connect the external TAD as shown in the illustration on page 38.
	2 Set your answering machine to answer in one or two rings.
	3 Record the outgoing message on your answering machine.
	Record five seconds of silence at the beginning of your outgoing message.
	■ Limit your speaking to 20 seconds.
	End your outgoing message with your Remote Activation Code for people sending manual faxes. For example: "After the beep, leave a message or press *51 and Start to send a fax."
	4 Set your answering machine to answer calls.
	5 Set your Brother machine's Receive Mode to External TAD. (See Receive Mode settings on page 35.)
	Make sure your Brother machine's Fax Detect feature is turned On. Fax Detect is a feature that allows you to receive a fax even if you have answered the call on an external or extension telephone. (See <i>Fax Detect</i> on page 36.)
	If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to Basic (for VoIP). (See Telephone line interference on page 132.)
	Contact your administrator to check your Secure Function Lock Settings.

Sending faxes

Difficulties	Suggestions
Poor sending quality.	Try changing your resolution to Fine or S. Fine. Make a copy to check your machine's scanner operation. If the copy quality is not good, clean the scanner. (See <i>Cleaning the scanner glass</i> on page 86.)
Transmission Verification Report says RESULT:ERROR.	There is probably temporary noise or static on the line. Try sending the fax again. If you are sending a PC-Fax message and get RESULT:ERROR on the Transmission Verification Report, your machine may be out of memory. To free up extra memory, you can turn off fax storage (see Changing Remote Fax Options in Chapter 4 of the Advanced User's Guide), print fax messages in memory (see Printing a fax from the memory in Chapter 4 of the Advanced User's Guide) or cancel a delayed fax or polling job (see Checking and cancelling waiting jobs in Chapter 3 of the Advanced User's Guide). If the problem continues, ask the telephone company to check your telephone line.
	If you often get transmission errors due to possible interference on the telephone line, try changing the Compatibility setting to Basic(for VoIP). (See Telephone line interference on page 132.)
Sent faxes are blank.	Make sure you are loading the document properly. (See <i>Loading documents</i> on page 27.)
Vertical black lines when sending.	Black vertical lines on faxes you send are typically caused by dirt or correction fluid on the glass strip. (See <i>Cleaning the scanner glass</i> on page 86.)
Cannot send a fax.	Contact your administrator to check your Secure Function Lock Settings.

Handling incoming calls

Difficulties	Suggestions
The machine 'Hears' a voice as a CNG Tone.	If Fax Detect is set to On, your machine is more sensitive to sounds. It may mistakenly interpret certain voices or music on the line as a fax machine calling and respond with fax receiving tones. Deactivate the machine by pressing Stop/Exit . Try avoiding this problem by turning Fax Detect to Off. (See <i>Fax Detect</i> on page 36.)
Sending a Fax Call to the machine.	If you answered on an external or extension telephone, press your Remote Activation code (default setting is *51). When your machine answers, hang up.
Custom features on a single line.	If you have Call Waiting, Call Waiting/Caller ID, Caller ID, Voice Mail, an answering machine, an alarm system or other custom feature on a single telephone line with your machine, it may create a problem sending or receiving faxes.
	For Example: If you subscribe to Call Waiting or some other custom service and its signal comes through the line while your machine is sending or receiving a fax, the signal can temporarily interrupt or disrupt the faxes. Brother's ECM feature should help overcome this problem. This condition is related to the telephone system industry and is common to all devices that send and receive information on a single, shared line with custom features. If avoiding a slight interruption is crucial to your business, a separate line with no custom features is recommended.

Menu access difficulties

Difficulties	Suggestions
The machine beeps when you try to access the Setup Receive and Setup Send menus.	If FAX is not illuminated, press it to turn on Fax mode. The Setup Receive settings (Menu, 2, 1) and Setup Send settings (Menu, 2, 2) are available only when the machine is in Fax mode.

Copy difficulties

Difficulties	Suggestions
Cannot make a copy.	■ Make sure that COPY is illuminated. (See <i>How to copy</i> on page 49.)
	■ Contact your administrator to check your Secure Function Lock Settings.
Vertical black line appears in copies.	Black vertical lines on copies are typically caused by dirt or correction fluid on the glass strip, or one or more corona wires are dirty. (See <i>Cleaning the scanner glass</i> on page 86 and <i>Cleaning the corona wires</i> on page 91.)
Copies are blank.	Make sure you are loading the document properly. (See <i>Using the automatic document feeder (ADF)</i> on page 27 or <i>Using the scanner glass</i> on page 28.)

Printing difficulties

Difficulties	Suggestions
No printout.	■ Check that the machine is plugged in and the power switch is turned on.
	Check that the toner cartridge and drum unit are installed correctly. (See Replacing the drum unit on page 67.)
	■ Check the interface cable connection on both the machine and your computer. (See the <i>Quick Setup Guide</i> .)
	■ Check that the correct printer driver has been installed and chosen.
	 Check to see if the LCD is showing an error message. (See Error and maintenance messages on page 105.)
	Check the machine is online: (Windows® 7 and Windows Server® 2008 R2) Click the Start button and Devices and Printers. Right-click Brother MFC-XXXX Printer. Make sure that Use Printer Offline is unchecked.
	(Windows Vista [®]) Click the Start button, Control Panel , Hardware and Sound , and then Printers . Right-click Brother MFC-XXXX Printer . Make sure that Use Printer Offline is unchecked.
	(Windows® XP and Windows Server® 2003/2008) Click the Start button and choose Printers and Faxes . Right-click Brother MFC-XXXX Printer . Make sure that Use Printer Offline is unchecked.
	(Windows® 2000) Click the Start button and choose Settings and then Printers . Right-click Brother MFC-XXXX Printer . Make sure that Use Printer Offline is unchecked.
	■ Contact your administrator to check your Secure Function Lock settings.
The machine prints unexpectedly	■ Press Job Cancel to cancel print jobs.
or it prints garbage.	Check the settings in your application to make sure it is set up to work with your machine.
The machine prints the first couple of pages correctly, then some	Check the settings in your application to make sure that it is set up to work with your machine.
pages have text missing.	Your computer is not recognising the machine's input buffer's full signal. Make sure that you connected the interface cable correctly. (See the Quick Setup Guide.)
The headers or footers appear when the document displays on the screen but they do not show up when it is printed.	There is an unprintable area on the top and bottom of the page. Adjust the top and bottom margins in your document to allow for this. (See <i>Unprintable area when printing from a computer</i> on page 18.)
The machine does not print on both sides of the paper even though the printer driver setting is Duplex.	Check the paper size setting in the printer driver. You need to choose A4 [60 to 105 g/m²].
The machine is not printing or has stopped printing.	Press Job Cancel.
	As the machine cancels the job and clears it from the memory it may produce an incomplete printout.
The machine does not change to Direct Print mode when a USB flash memory drive is connected to the USB direct interface.	When the machine is in Deep Sleep mode, the machine does not wake up when a USB flash memory drive is connected to the USB direct interface. Press Direct to wake up the machine and light up the Direct key, and then press Direct again to view the Direct Print menu.

Scanning difficulties

Difficulties	Suggestions
TWAIN errors appear while scanning.	Make sure that the Brother TWAIN driver is chosen as the primary source. In PaperPort™ 12SE, click File , Scan or Get Photo and choose the Brother TWAIN driver.
OCR does not work.	Try increasing the scanning resolution.
	(Macintosh users) Presto! PageManager must be downloaded and installed before use. See Accessing Brother Support (Macintosh) on page 4 for further instructions.
Network scanning does not work.	See Network difficulties on page 130.
Cannot scan.	Contact your administrator to check your Secure Function Lock Settings.

Software difficulties

Difficulties	Suggestions
Cannot install software or print.	Run the Repair MFL-Pro Suite program on the CD-ROM. This program will repair and reinstall the software.
Cannot perform '2 in 1' or '4 in 1' printing.	Check that the paper size setting in the application and in the printer driver are the same.
The machine does not print from Adobe [®] Illustrator [®] .	Try to reduce the print resolution. (See <i>Advanced tab</i> in the <i>Software User's Guide</i> .)

Paper handling difficulties

Difficulties	Suggestions
The machine does not feed paper.	■ If there is no paper, load a new stack of paper into the paper tray.
The LCD shows No Paper or a Paper Jam message.	If there is paper in the paper tray, make sure it is straight. If the paper is curled, you should straighten it. Sometimes it is helpful to remove the paper, turn the stack over and put it back into the paper tray.
	■ Reduce the amount of paper in the paper tray, and then try again.
	■ Make sure that manual feed mode is not chosen in the printer driver.
	Clean the paper pick-up roller. See Cleaning the paper pick-up rollers on page 101.
	■ If the LCD shows the Paper Jam message and you still have a problem, see Error and maintenance messages on page 105.
The machine does not feed paper	■ Make sure that MP tray is chosen in the printer driver.
from the MP tray.	■ Fan the paper well and put it back in the tray firmly.
How do I print on envelopes?	You can load envelopes in the MP tray. Your application must be set up to print the envelope size you are using. This is usually done in the Page Setup or Document Setup menu of your application. (See your application's manual for more information.)
What paper can I use?	You can use thin paper, plain paper, thick paper, bond paper, recycled paper, glossy paper, envelopes and labels that are made for laser machines. (For details, see <i>Acceptable paper and other print media</i> on page 22.)
There is a paper jam.	Clear the jammed paper. (See Error and maintenance messages on page 105.)

Print quality difficulties

Difficulties	Suggestions	
Printed pages are curled.	Low quality thin or thick paper or not printing on the recommended side of the paper could cause this problem. Try turning over the stack of paper in the paper tray.	
	■ Make sure that you choose the Paper Type that suits the print media type you are using. (See Acceptable paper and other print media on page 22.)	
Printed pages are smeared.	The Paper Type setting may be incorrect for the type of print media you are using, or the print media may be too thick or have a rough surface. (See Acceptable paper and other print media on page 22 and Basic tab in the Software User's Guide.)	
Printouts are too light.	■ If this problem occurs when making copies or printing received faxes, set Toner Save mode to Off in the machine menu settings. (See <i>Toner Save</i> in <i>Chapter 1</i> of the <i>Advanced User's Guide</i>)	
	Set Toner Save mode to Off in the Advanced tab in the printer driver. (See Advanced tab in the Software User's Guide.)	
	■ In the Basic tab of the printer driver, click the Settings button and check the Enhance Black Printing check box.	

Network difficulties

Difficulties	Suggestions	
Cannot print over a wired Network.	If you are having Network problems see the Network User's Guide for more information.	
	Make sure your machine is powered on and is on-line and in the Ready mode. Print the Network Configuration list to see your current Network settings. (See Reports in Chapter 6 of the Advanced User's Guide.) Reconnect the LAN cable to the hub to verify that the cable and network connections are good. If possible, try connecting the machine to a different port on your hub using a different cable. You can check the current wired network status from the Network control panel menu.	
The network scanning feature does not work.	(Windows®) It is necessary to set the third-party Security/Firewall Software to allow Network scanning. To add port 54925 for Network scanning, enter the information below:	
	■ In Name: Enter any description, for example Brother NetScan.	
	■ In Port number: Enter 54925.	
	■ In Protocol: UDP is selected.	
	Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.	
	For more details, you can read FAQs and troubleshooting suggestions at http://solutions.brother.com/ .	
	(Macintosh) Re-select your machine in the Device Selector application located in Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector or from the model list in ControlCenter2.	

Network difficulties (continued)

Difficulties	Suggestions		
The network PC-Fax Receive feature does not work.	(Windows® only) It is necessary to set the third-party Security/Firewall Software to allow PC-FAX Rx. To add port 54926 for Network PC-FAX Rx, enter the information below:		
	■ In Name: Enter any description, for example Brother PC-FAX Rx.		
	■ In Port number: Enter 54926.		
	■ In Protocol: UDP is selected.		
	Please refer to the instruction manual that came with your third-party Security/Firewall Software or contact the software manufacturer.		
	For more details, you can read FAQs and troubleshooting suggestions at http://solutions.brother.com/ .		
Your computer cannot find your machine.	(Windows®) The firewall setting on your PC may be rejecting the necessary network connection. (For details, see the instructions above.)		
	(Macintosh) Re-select your machine in the Device Selector application located in Macintosh HD/Library/Printers/Brother/Utilities/DeviceSelector or from the Model pop-up menu of ControlCenter2.		

Other

Difficulties	Suggestions
The machine will not turn on.	Adverse conditions on the power connection (such as lightning or a power surge) may have triggered the machine's internal safety mechanisms. Turn the machine off and unplug the power cord. Wait for ten minutes, then plug in the power cord and turn the machine on.
	If the problem is not solved, turn off the machine. Plug the power cord into a different known working outlet and turn on the machine.

Setting Dial Tone detection

When you send a fax automatically, by default your machine will wait for a fixed amount of time before it starts to dial the number. By changing the Dial Tone setting to Detection you can make your machine dial as soon as it detects a dial tone. This setting can save a small amount of time when sending a fax to many different numbers. If you change the setting and start having problems with dialling you should change back to the default No Detection setting.

- 1 Press Menu, 0, 5.
- Press A or V to choose Detection or No Detection. Press OK.
- 3 Press Stop/Exit.

Telephone line interference

If you are having difficulty sending or receiving a fax due to possible interference on the telephone line, we recommend that you adjust the Equalization for compatibility to reduce the modem speed for fax operations.

- 1 Press Menu, 2, 0, 1.
- Press ▲ or ▼ to choose

 Basic(for VoIP), Normal or High.
 - Basic (for VoIP) reduces the modem speed to 9600 bps and turns the error correction mode (ECM) off.

For a standard telephone line: If you regularly experience interference on your standard telephone line try this setting.

If you are using VoIP: VoIP service providers offer fax support using various standards. If you regularly experience fax transmission errors try this setting.

- Normal sets the modem speed at 14400 bps.
- High sets the modem speed at 33600 bps.

Press **OK**.

3 Press Stop/Exit.



When you change the Compatibility to Basic (for VoIP), the ECM feature is only available for colour fax sending.

Improving the print quality

If you have a print quality problem, print a test page first (Menu, 4, 2, 3). If the printout looks good, the problem is probably not the machine. Check the interface cable connections or try printing a different document. If the printout or test page printed from the machine has a quality problem, check the following steps first. And then, if you still have a print quality problem, check the chart below and follow the recommendations.



Brother does not recommend the use of cartridges other than Brother Original cartridges or the refilling of used cartridges with toner from other sources.

- To get the best print quality, we suggest using the recommended paper. Check that you use paper that meets our specifications. (See Acceptable paper and other print media on page 22.)
- Check that the drum unit and toner cartridges are installed properly.

Examples of poor print quality	Recommendation
White lines, bands or ribbing across the page	■ Put in a new drum unit. (See Replacing the drum unit on page 67.)
Colours are light or unclear on the whole page	Make sure Toner Save mode is off in the control panel of the machine or the printer driver.
	Make sure that you choose the correct media type in the printer driver or in the machine's Paper Type menu setting. (See Acceptable paper and other print media on page 22 and Basic tab in the Software User's Guide.)
	■ Shake all four toner cartridges gently.
	■ Wipe the laser scanner windows with a dry lint-free soft cloth. (See Cleaning the laser scanner windows on page 87.)
	■ Perform the calibration. (See <i>Calibration</i> on page 102.)

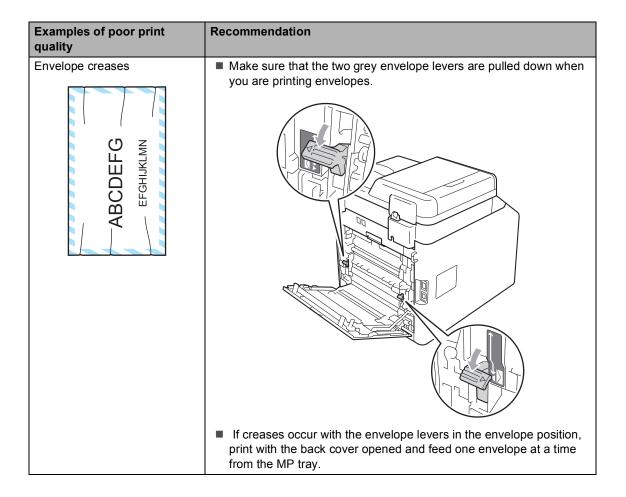
Examples of poor print Recommendation quality White streaks or bands down ■ Wipe the laser scanner windows with a dry lint-free soft cloth. (See the page Cleaning the laser scanner windows on page 87.) ■ Clean the drum unit. (See *Cleaning the drum unit* on page 95.) ■ Identify the missing colour and put in a new toner cartridge. (See Replacing a Toner cartridge on page 60.) To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. Coloured streaks or bands ■ Clean all four corona wires (one for each colour) inside the drum unit down the page by sliding the green tab. (See Cleaning the corona wires on page 91.) ■ Make sure the corona wire green tabs are at their home positions (▲). ■ Clean the scanner glass and scanner glass strip. (See Cleaning the scanner glass on page 86.) ■ Replace the toner cartridge that matches the colour of the streak or band. (See Replacing a Toner cartridge on page 60.) To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. ■ Put in a new drum unit. (See Replacing the drum unit on page 67.) ■ If coloured lines appear at 30 mm intervals, replace the toner Coloured lines across the page cartridge that matches the colour of the line. (See Replacing a Toner cartridge on page 60.) To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting ■ If coloured lines appear at 94 mm intervals, put in a new drum unit. (See Replacing the drum unit on page 67.) White spots or hollow print ■ Make sure that the media type settings in the printer driver and in the machine's Paper Type menu match the type of paper you are using. (See Acceptable paper and other print media on page 22 and Basic tab in the Software User's Guide.) ■ Check the machine's environment. Conditions such as high humidity can cause white spots or hollow print. (See *To use the product safely* in the Safety and Legal Booklet.)

Examples of poor print Recommendation quality Completely blank or some ■ Put in a new toner cartridge. (See Replacing a Toner cartridge colours are missing on page 60.) To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. ■ Put in a new drum unit. (See *Replacing the drum unit* on page 67.) Coloured spots at 94 mm ■ If the problem is not solved after printing, the drum may have foreign material, such as glue from a label, stuck on the drum surface. Clean the drum unit. (See Cleaning the drum unit on page 95.) 94 mm ■ Put in a new drum unit. (See *Replacing the drum unit* on page 67.) 94 mm Coloured spots at 30 mm ■ Identify the colour causing the problem and put in a new toner cartridge. (See Replacing a Toner cartridge on page 60.) To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting 30 mm tips. 30 mm Toner scatter or toner stain ■ Check the machine's environment. Conditions such as high humidity and high temperatures may cause this print quality problem. (See Choosing a location in the Safety and Legal Booklet.) ■ Identify the colour causing the problem and put in a new toner cartridge. (See Replacing a Toner cartridge on page 60.) To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips. ■ If the problem continues, put in a new drum unit. (See *Replacing the* drum unit on page 67.)

Examples of poor print quality	Recommendation
The colour of your printouts is not what you expected	Make sure Toner Save mode is off in the control panel of the machine or the printer driver.
	■ Perform the calibration. (See <i>Calibration</i> on page 102.)
	Adjust the colour by using the custom setting in the printer driver and by using the control panel of the machine. Colours the machine can print and colours you see on a monitor are different. The machine may not be able to reproduce the colours on your monitor.
	■ If colours appear in the printed grey areas, make sure there is a check in the Improve Grey Colour check box of the printer driver. (See Basic tab for Windows® printer driver, Advanced tab for Macintosh printer driver or Features for Macintosh BR-Script printer driver in the
	Software User's Guide.)
	If shaded areas look dull, remove the check from the Improve Grey Colour check box.
	■ If a printed black graphic is too light, choose Enhance Black Printing mode in the printer driver. (See <i>Settings Dialog</i> for Windows [®] printer driver, <i>Advanced options</i> for Windows [®] BR-Script printer driver, <i>Print Settings</i> for Macintosh printer driver or <i>Printer Features</i> for Macintosh BR-Script printer driver in the <i>Software User's Guide</i> .)
	Identify the colour causing the problem and put in a new toner cartridge. (See Replacing a Toner cartridge on page 60.)
	■ Put in a new drum unit. (See Replacing the drum unit on page 67.)
All one colour	■ Put in a new drum unit. (See Replacing the drum unit on page 67.)
Colour misregistration	■ Make sure that the machine is on a solid level surface.
	■ Perform the auto colour registration using the control panel (see <i>Auto Registration</i> on page 103) or perform the manual colour registration using the control panel (see <i>Manual Registration</i> on page 103).
	■ Put in a new drum unit. (See Replacing the drum unit on page 67.)
	■ Put in a new belt unit. (See Replacing the belt unit on page 73.)

Formula of a	December detter
Examples of poor print quality	Recommendation
Uneven density appears	■ Perform the calibration. (See <i>Calibration</i> on page 102.)
periodically across the page	 Adjust the contrast or brightness when you are in copy mode. (See Adjusting Contrast, Colour and Brightness in Chapter 7 of the Advanced User's Guide.)
B	Identify the colour that is uneven and put in a new toner cartridge for that colour. (See Replacing a Toner cartridge on page 60.) To identify the colour of the toner cartridge, visit us at http://solutions.brother.com/ to view our FAQs and troubleshooting tips.
	■ Put in a new drum unit. (See <i>Replacing the drum unit</i> on page 67.)
Thin lines do not print	Make sure Toner Save mode is off in the control panel of the machine or the printer driver.
	■ Change the print resolution.
	■ If you use a Windows [®] printer driver, choose Improve Pattern Printing or Improve Thin Line in Settings from the Basic tab. (See Settings Dialog in the Software User's Guide.)
Wrinkle	■ Change to the recommended type of paper. (See Recommended paper and print media on page 22 .)
ACCESSION AND PORTION OF UTILITIES and individual recognition of a contract of the contract of	■ Make sure that the back cover is closed properly.
	Make sure that the two grey levers inside the back cover are in the up position.
B	Make sure that the media type settings in the printer driver and in the machine's Paper Type menu matches the type of paper you are using. (See Acceptable paper and other print media on page 22 and Basic tab in the Software User's Guide.)
Offset image	■ Make sure that the media type settings in the printer driver and in the machine's Paper Type menu matches the type of paper you are using. (See Acceptable paper and other print media on page 22 and Basic tab in the Software User's Guide.)
	Make sure that the two grey levers inside the back cover are in the up position.
	■ Check the machine's environment. Conditions such as low humidity and low temperatures may cause this print quality problem. (See Choosing a location in the Safety and Legal Booklet.)
	■ Put in a new drum unit. (See Replacing the drum unit on page 67.)

Examples of poor print quality	Recommendation				
Poor fixing	Make sure that the media type settings in the printer driver and in the machine's Paper Type menu matches the type of paper you are using. (See Acceptable paper and other print media on page 22 and Basic tab in the Software User's Guide.)				
	Make sure that the two grey levers inside the back cover are in the up position.				
	■ Choose Improve Toner Fixing mode in the printer driver. (See Other				
	Print Options (For Windows® printer driver), Advanced options (For Windows® BR-Script printer driver), Print Settings (For Macintosh printer driver) or Printer Features (For Macintosh BR-Script printer driver) in the Software User's Guide.) If this selection does not provide enough improvement, change the printer driver setting in Media Type to a thick setting.				
Curled or wavy	Choose Reduce Paper Curl mode in the printer driver when you do				
ARESTO DE ARROCESTORION, PERSONA, de la principal. ARESTO DE ARROCESTORION, CETATRON, de del particular de la particular de	not use our recommended paper. (See Other Print Options (For Windows [®] printer driver), Advanced options (For Windows [®] BR-Script printer driver), Print Settings (For Macintosh printer driver) or Printer Features (For Macintosh BR-Script printer driver) in the Software User's Guide.)				
	If you do not use the machine often, the paper may have been in the paper tray too long. Turn over the stack of paper in the paper tray. Also, fan the paper stack and then rotate the paper 180° in the paper tray.				
	Store the paper where it will not be exposed to avoid high temperatures and high humidity.				
	Open the back cover (face up output tray) to let the printed paper out on the back output tray.				



Machine Information

Checking the Serial Number

You can see the machine's Serial Number on the LCD.

- 1 Press Menu, 8, 1.
- Press Stop/Exit.

Reset functions

The following reset functions are available:

1 Network

You can reset the internal print server back to its default factory settings such as the password and IP address information.

2 Address & Fax

Address & Fax resets the following settings:

- Address Book
 (One Touch Dial/Speed Dial/Setup Groups)
- Programmed fax jobs in the memory (Polled TX, Delayed Fax)
- Station ID (name and number)
- Coverpage Msg (comments)
- Remote Fax Option
 (Remote Access Code, Fax Storage, Fax Forwarding, Paging and PC-Fax)
- Report settings
 (Transmission Verification Report/Tel Index List/Fax Journal)
- Setting Lock password
- 3 All Settings

You can reset all the machine settings back to the settings that were set at the factory.

Brother strongly recommends you perform this operation when you dispose of the machine.



Unplug the interface cable before you choose Network or All Settings.

How to reset the machine

- 1 Press Menu, 0, 7.
- Press ▲ or ▼ to choose the reset function you want to use. Press OK.
- 3 Do one of the following;
 - To reset the settings, press 1 and go to step 4.
 - To exit without making changes, press 2 and go to step **⑤**.
- 4 You will be asked to reboot the machine. Do one of the following;
 - To reboot the machine press 1. The machine will begin the reset.
 - To exit without rebooting the machine, press 2. Go to step **⑤**.
- 5 Press Stop/Exit.



You can also reset the Network settings by pressing **Menu**, **7**, **0**.

C

Menu and features

On-screen programming

Your machine has been designed to be easy to use. The LCD provides on-screen programming using the menu keys.

We have created step by step on-screen instructions to help you program your machine. Simply follow the steps as they guide you through the menu selections and programming options.

How to access the menu mode

- 1 Press Menu.
- Choose an option.
 - Press 1 for General Setup menu.
 - Press 2 for Fax menu.
 - Press **3** for Copy menu.
 - Press 4 for Printer menu.
 - Press 5 for USB Direct I/F menu.
 - Press 6 for Print Reports menu.
 - Press 7 for Network menu.
 - Press 8 for Machine Info. menu.
 - Press **9** for Service menu. ¹
 - Press **0** for Initial Setup menu.
 - This will appear only when the LCD shows an error message.

You can also scroll through each menu level by pressing ▲ or ▼ for the direction you want.

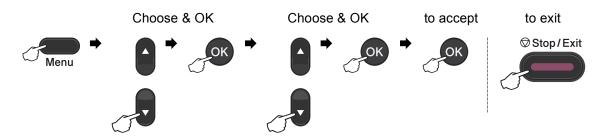
Press **OK** when the option you want appears on the LCD.

The LCD will then show the next menulevel.

- 4 Press ▲ or ▼ to scroll to your next menu selection.
- 5 Press **OK**. When you have finished setting an option, the LCD will show Accepted.
- 6 Press **Stop/Exit** to exit Menu mode.

Menu table

The factory settings are shown in Bold with an asterisk.



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
1.General Setup	1.Mode Timer	_	_	0 Sec	Sets the time to return to Fax mode and the time the	See ¹ .
				30 Secs		
				1 Min	machine will change	
				2 Mins*	from individual user to public user mode	
				5 Mins	when using Secure	
				Off	Function Lock.	
	2.Paper	1.Paper Type	1.MP Tray	Thin	Sets the type of	19
				Plain*	paper in the paper tray.	
				Thick		
				Thicker		
				Recycled Paper		
				Glossy Paper		
			2.Tray#1	Thin	Sets the type of	19
				Plain*	paper in the paper tray.	
				Thick		
				Thicker		
				Recycled Paper		
			3.Tray#2	Thin	Sets the type of	19
			(This menu	Plain*	paper in the paper tray.	
			only appears if you have the	Thick		
			optional	Thicker		
			tray#2.)	Recycled Paper		
	1 See Advanc	ed User's Guide.				•

- See Software User's Guide



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page						
1.General Setup	2.Paper	2.Paper Size	1.MP Tray	A4*	Sets the size of the	19						
(Continued)	(Continued)	(Continued)	(Continued)	(Continued)	(Continued)	(Continued)	(Continued)	(Continued)		Letter	paper in the paper tray.	
				Legal	,							
				Executive								
				A5								
				A5 L								
				A6								
				B5								
				В6								
				Folio								
				Any								
			2.Tray#1	A4*	Sets the size of the	19						
				Letter	paper in the paper tray.							
				Legal								
				Executive								
				A5								
				A5 L								
				A6								
				B5								
				В6								
				Folio								
			3.Tray#2	A4*	Sets the size of the	19						
			(This menu	Letter	paper in the paper tray.							
			only appears if you have the	Legal	,							
			optional	Executive								
			tray#2.)	A5								
				B5								
				B6								
				Folio								

- See Advanced User's Guide.
- See Software User's Guide



Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page
1.General Setup	3.Volume	1.Ring	_	Off	Adjusts the ring	10
(Continued)				Low	volume.	
				Med*		
				High		
		2.Beeper	_	Off	Adjusts the volume	10
				Low	level of the beeper.	
				Med*		
				High		
		3.Speaker	_	Off	Adjusts the speaker	10
				Low	volume.	
				Med*		
				High		
	4.Ecology	1.Toner Save	_	On	Increases the page	See ¹ .
	4.Ecology			Off*	yield of the toner cartridge.	
		2.Sleep Time	_	Range varies depending on models.	Conserves power.	
				003Min*		
	5.Tray Use	1.Copy	_	Tray#1 Only	Chooses the tray that	20
				Tray#2 Only	will be used for Copy mode.	
				MP Only		
				MP>T1>T2*		
				T1>T2>MP		
				(Tray#2 or T2 appears only if you installed the optional paper tray.)		
		2.Fax	_	Tray#1 Only	Chooses the tray that	20
				Tray#2 Only	will be used for Fax	
				MP Only	mode.	
				MP>T1>T2		
				T1>T2>MP*		
				(Tray#2 or T2		
				appears only if you installed the optional paper tray.)		
	1 See Advan	ced User's Guide				
	² See Softwa	re User's Guide				
	The facto	ry settings are sh	own in Bold w	ith an asterisk.		

Level 1	Level 2	Level 3	Level 4	Options	Descriptions	Page	
1.General Setup	5.Tray Use	3.Print	_	Tray#1 Only	Chooses the tray that will be used for Print mode.	21	
(Continued)	(Continued)			Tray#2 Only			
				MP Only			
				MP>T1>T2*			
				T1>T2>MP			
				(Tray#2 or T2 appears only if you installed the optional paper tray.)			
	6.LCD Contrast	_	_	-□□□□■+	Adjusts the contrast	See ¹ .	
				-□□□■□+	of the LCD.		
				-□□■□□+*			
				+			
				-■□□□□+			
	7.Security	1.Function Lock	_	_	Can restrict selected machine operation for up to 25 individual users and all other non-authorized Public users.		
		2.Setting Lock	_	_	Stops unauthorized users from changing the machine's current settings.		
	8.Document Scan	1.Glass ScanSize	_	A4*	Adjusts the scan	30	
				Letter	area of the scanner glass to the size of the document.		
		2.File Size	1.Color	Small	You can set your own	See ² .	
				Middle*	default settings of the data compression		
				Large	rate.		
			2.Gray	Small			
				Middle*			
				Large			
		3.Duplex Scan	-	Long edge*	Chooses the duplex	See ¹ .	
		(MFC-9465CDN only)	`		Short edge	scanning format.	
1 See Advanced User's Guide.							
	² See Softwa	re User's Guide					
	47%						



Level 1	Level 2	Level 3	Options	Descriptions	Page
2.Fax	1.Setup Receive (In Fax mode only)	1.Ring Delay	(00 - 08) 02* (Example for the UK)	Sets the number of rings before the machine answers in Fax Only or Fax/Tel mode.	35
		2.F/T Ring Time	20 Secs 30 Secs* 40 Secs 70 Secs	Sets the fast double-ring time in Fax/Tel mode.	35
		3.Fax Detect	On*	Receives fax messages without pressing Mono Start or Colour Start.	36
		4.Remote Codes	On (*51, #51) Off*	Allows you to answer all calls at an extension or external phone and use codes to turn the machine on or off. You can personalize these codes.	41
		5.Auto Reduction	On*	Cuts the size of incoming faxes.	See ¹ .
		6.Print Density	-0000 1 + -000 1 0+ -00000+ -00000+	Makes printouts darker or lighter.	
		7.Polling RX	Standard* Secure Timer	Sets up your machine to poll another fax machine.	
		8.Fax Rx Stamp	On Off*	Prints the received time and date on the top of the received faxes.	
		9.Duplex	On Off*	Prints receive faxes on both sides of the paper.	

See Advanced User's Guide.



Level 1	Level 2	Level 3	Options	Descriptions	Page
2.Fax	2.Setup Send	1.Contrast	Auto*	Changes the	See
(Continued)	(In Fax mode only)		Light	lightness or darkness of faxes you send.	
			Dark	-	
		2.Fax Resolution	Standard*	Sets the default resolution for	
			Fine	outgoing faxes.	
			S.Fine		
			Photo		
		3.Delayed Fax		Sets the time of day in 24 hour format that the delayed faxes will be sent.	
		4.Batch TX	On	Combines delayed	
			Off*	faxes going to the same fax number at	
				the same time of day into one transmission.	
		5.Real Time TX	Next Fax:On	Sends a fax without using the memory.	-
			Next Fax:Off		
			On		
			Off*		
		6.Polled TX	Standard*	Sets up your machine	
			Secure	with a document to be retrieved by another fax machine.	
		7.Coverpg Setup	Next Fax:On	Automatically sends a	
			Next Fax:Off	cover page you have programmed.	
			On	programmed.	
			Off*		
			Print Sample		
		8.Coverpage Note	_	Sets up your own comments for the fax cover page.	
		9.0verseas Mode	On	If you are having	
			Off*	difficulty sending faxes overseas, set this to On.	



Level 1	Level 2	Level 3	Options	Descriptions	Page
2.Fax (Continued)	3.Address Book	1.One Touch Dial	_	Stores up to 16 One Touch Dial numbers, so you can dial by pressing one key (and Mono Start or Colour Start).	45
		2.Speed Dial	_	Stores up to 300 Speed Dial numbers, so you can dial by pressing only a few keys (and Mono Start or Colour Start).	46
		3.Setup Groups	_	Sets up to 20 Group numbers for Broadcasting.	See ¹ .
	4.Report Setting	1.XMIT Report	On On+Image Off* Off+Image	Sets initial setup for Transmission Verification Report.	31
		2.Journal Period	Every 50 Faxes* Every 6 Hours Every 12 Hours Every 24 Hours Every 2 Days Every 7 Days Off	Sets the interval for automatic printing of the Fax Journal.	See ¹ .
	5.Remote Fax Opt	1.Forward/Store (Backup Print)	Off* Fax Forward Fax Storage PC Fax Receive	Sets the machine to forward fax messages, to store incoming faxes in the memory (so you can retrieve them while you are away from your machine), or to send faxes to your PC. If you chose Fax	
		0.00		Forward or PC-Fax Receive, you can turn on the safety feature Backup Print.	
		2.Remote Access 3.Print Document	_	Sets your own code for Remote Retrieval. Prints incoming faxes	
	1 Son Advanced I			stored in the memory.	
	See Auvanceu (old with an asterisk.		

Level 1	Level 2	Level 3	Options	Descriptions	Page
2.Fax (Continued)	6.Dial Restrict.	1.Dial Pad	Off* Enter # twice On	You can set the machine to restrict dialling when using the dial pad.	See ¹ .
		2.One Touch Dial	Off* Enter # twice On	You can set the machine to restrict the dialling of One Touch numbers.	
		3.Speed Dial	Off* Enter # twice On	You can set the machine to restrict the dialling of Speed Dial numbers.	
	7.Remaining Jobs	_	_	You can check which jobs are in the memory and lets you cancel scheduled jobs.	
	0.Miscellaneous	1.Compatibility	High* Normal Basic(for VoIP)	Adjusts the equalization for transmission difficulties.	132
				VoIP service providers offer fax support using various standards. If you regularly experience fax transmission errors, choose Basic(for VoIP).	
		2.BT Call Sign (U.K. only)	On Off*	Uses with BT Call Sign.	See ¹ .
	¹ See Advanced U	Jser's Guide		I	I
	The factory se	ttings are shown in B	old with an asterisk.		



Level 1	Level 2	Level 3	Options	Descriptions	Page
3.Copy	1.Quality	_	Auto*	You can choose the	See 1
			Text	Copy resolution for your type of	
			Photo	document.	
			Graph		
	2.Brightness	_	-0000■+	Adjust the brightness for copies.	
			+	·	
			-□□■□□+*		
			+		
			-■□□□□+		
	3.Contrast	_	-□□□□■+	Adjusts the contrast for copies.	
			+	· ·	
			-□□■□□+*		
			+		
	4.Color Adjust	1.Red	-□□□□■+	Adjusts the red colour for copies.	
			-□□□■□+		
			-□□■□□+*		
			+		
			-■□□□□+		
		2.Green	-□□□□■+	Adjusts the green colour for copies.	
			-□□□■□+	·	
			-□□■□□+*		
			-□■□□□+		
			+		
		3.Blue	-0000■+	Adjusts the blue colour for copies.	
			+	, '	
			-□□■□□+*		
			+		
			- 20000+		

See Advanced User's Guide.



ulation	1.Internal Font 2.Configuration	Auto* HP LaserJet BR-Script 3 1.HP LaserJet 2.BR-Script 3	Chooses the emulation mode. Prints a list of the machine's internal	See ² .
int Options				
	2 Configuration		fonts.	
	z.cominguracion	1	Prints a list of the machine's printer settings.	
	3.Test Print	1	Prints a test page.	
ıplex	_	Off*	Enables or disables	
		On(Long Edge)		
		On(Short Edge)	edge or short edge duplex printing.	
tput Color	_	Auto* Color B&W	Chooses colour or black & white printed documents. If you choose Auto, the machine selects a suitable option for the document (color or B&W).	
set Printer	_	1.Reset 2.Exit	Restores the printer settings to the original factory default settings.	
alibration	_	Calibrate Reset	Adjusts the colour density or returns the colour calibration to the factory settings.	102
ıto Regist.	_	1.Start 2.Exit	Adjust the print position of each colour automatically.	103
	set Printer	set Printer —	On (Long Edge) On (Short Edge) Auto* Color B&W set Printer — 1.Reset 2.Exit Calibrate Reset to Regist. — 1.Start	On (Long Edge) On (Short Edge) On (Short Edge) On (Short Edge) Auto* Color B&W Color B&W Color Colo



Level 1	Level 2	Level 3	Options	Descriptions	Page
4.Printer (Continued)	8.Manual Regist.	1.Print Chart	_	Print the chart to manually check the registration of the colours.	103
		2.Set Regist.	1 Magenta Left	Sets the correction	
			2 Cyan Left	value on the chart you printed from	
			3 Yellow Left	Print Chart.	
			4 Magenta Center		
			5 Cyan Center		
			6 Yellow Center		
			7 Magenta Right		
			8 Cyan Right		
			9 Yellow Right		
	9.Frequency	_	Normal*	Sets the interval time	103
			Low	you want to carry out the auto registration	
			Off	and the calibration.	
	¹ See Advanced U	Jser's Guide.			
	² See Software U	ser's Guide.			
	The factory se	ttings are shown in P	old with an actorick		



Level 1	Level 2	Level 3	Options	Descriptions	Page
5.USB Direct I/F	1.Direct Print	1.Paper Size	A4*	Sets the paper size	50
			Letter	when printing directly from the USB flash	
			Legal	memory drive.	
			Executive		
			A5		
			A5 L		
			A6		
			B5		
			B6		
			Folio		
		2.Media Type	Thin	Sets the media type	50
			Plain*	when printing directly from the USB flash	
			Thick	memory drive.	
			Thicker		
			Recycled Paper		
			Glossy Paper		
		3.Multiple Page	lin1*	Sets the page style	51
			2in1	when printing multiple pages directly from	
			4in1	the USB Flash	
			9in1	memory drive.	
			16in1		
			25in1		
			1 in 2x2 pages		
			1 in 3x3 pages		
			1 in 4x4 pages		
			1 in 5x5 pages		
		4.Orientation	Portrait*	Sets the page	51
			Landscape	orientation when printing directly from	
			the USB Flash		
		5 Gallata	O*	memory drive.	F 1
		5.Collate	On*	Enables or disables the page collation	51
			OII	when printing directly from the USB Flash	
				memory drive.	
		l	l	l .	



Level 1	Level 2	Level 3	Options	Descriptions	Page
5.USB Direct I/F (Continued)	1.Direct Print (Continued)	6.Print Quality	Normal* Fine	Sets the print quality option when printing directly from the USB Flash memory drive.	51
		7.PDF Option	Document* Document&Markup Document&Stamps	Sets the PDF option whether to print comments (Markup) or stamps in the PDF file along with the text.	51
		8.Index Print	Simple* Details	Sets the index print option, simple format or details.	51
	2.Scan to USB	1.Resolution	Color 100 dpi* Color 200 dpi Color 300 dpi Color 600 dpi Gray 100 dpi Gray 200 dpi Gray 300 dpi B&W 200 dpi B&W 200 dpi	Sets the resolution to send the scanned data to USB Flash memory drive.	See ¹ .
		2.File Name	_	Enter the file name of the scanned data.	
	¹ See Software U	ser's Guide.			•



Level 1	Level 2	Level 3	Options	Descriptions	Page
6.Print Reports	1.XMIT Verify	1.View on LCD 2.Print Report	_	Prints a Report for your last transmission.	See ¹ .
	2.Help List	_	_	Prints the Help List so you can see at-a-glance how to quickly program your machine.	
	3.Tel Index List	1.Numeric	_	Lists names and	
		2.Alphabetic	_	numbers stored in the One Touch and Speed Dial memory, in numerical or alphabetical order.	
	4.Fax Journal	_	_	Lists information about your last 200 incoming and outgoing faxes. (TX means Transmit. RX means Receive.)	
	5.User Settings	_	_	Lists your settings.	
	6.Network Config	_	_	Lists your Network settings.	
	7.Drum Dot Print	_	_	Prints the drum dot check sheet.	
	8.Order Form	_	_	You can print an accessories order form to fill out and send to you Brother dealer.	
	¹ See Advanced 0	Jser's Guide.		send to you Brother	



Level 1	Level 2	Level 3	Level 4	Options	Descriptions
7.Network	1.TCP/IP	1.Boot Method	_	Auto*	Chooses the BOOT method that best
				RARP	suits your needs.
				BOOTP	
				DHCP	
		2.IP Address	_	[000-255]. [000-255]. [000-255]. [000-255]	Enter the IP address
		3.Subnet Mask	_	[000-255]. [000-255]. [000-255].	Enter the Subnet mask.
		4.Gateway	_	[000-255]. [000-255]. [000-255].	Enter the Gateway address.
	5.Node Name	_	BRNXXXXXXXXXXX	Enter the Node name.	
		6.WINS Config	_	Auto*	Chooses the WINS
				Static	configuration mode.
		7.WINS Server	_	Primary	Specifies the IP
				[000-255]. [000-255]. [000-255]. [000-255]	address of the primary or secondar WINS server.
				Secondary	
				[000-255]. [000-255]. [000-255].	
		8.DNS Server	_	Primary	Specifies the IP
				[000-255]. [000-255]. [000-255].	address of the primary or secondar DNS server.
				Secondary	Bite corver.
				[000-255]. [000-255]. [000-255].	
		9.APIPA	_	On*	Automatically
				Off	allocates the IP address from the link-local address range.
		0.IPv6	_	On Off*	Enable or Disable th IPv6 protocol. If you want to use the IPv protocol, visit http://solutions.brother.cor for more information

Level 1	Level 2	Level 3	Level 4	Options	Descriptions
7.Network	2.Ethernet	_	_	Auto*	Chooses the
(Continued)				100B-FD	Ethernet link mode.
				100B-HD	
				10B-FD	
				10B-HD	
	3.Status	_	_	Active 100B-FD	Shows the Ethernet
				Active 100B-HD	link status.
				Active 10B-FD	
				Active 10B-HD	
				Inactive	
	4.MAC Address	_	_	_	Shows the MAC
					address of the machine.
	5.Scan To FTP	_	_	Color 100 dpi*	Chooses the file
				Color 200 dpi	format to send the
				Color 300 dpi	scanned data via
				Color 600 dpi	
				Gray 100 dpi	
				Gray 200 dpi	
				Gray 300 dpi	
				B&W 200 dpi	
				B&W 200x100 dpi	
	6.ScanTo Network	_	_	Color 100 dpi*	You can scan a black
				Color 200 dpi	and white or colour
				Color 300 dpi	document directly to a CIFS server on
				Color 600 dpi	your local network or
				Gray 100 dpi	on the internet.
				Gray 200 dpi	
				Gray 300 dpi	
				B&W 200 dpi	
				B&W 200x100 dpi	
	0.Network Reset	1.Reset	_	1.Yes	Restore all network
				2.No	settings to factory
		2.Exit	_	_	default.
	See Network Use	er's Guide.	1	ı	ı
	The factory	settings are show	n in Bold with an a	etorick	
	The lactory	settings are snow	ii iii bulu willi ali a	13 (C) 13 N.	

Level 1	Level 2	Level 3	Options	Descriptions	Page
8.Machine Info.	1.Serial No.	_	_	You can check the serial number of your machine.	140
	2.Page Counter	_	Total Fax/List Copy Print	You can check the number of total pages the machine has printed during its life.	See ¹ .
	3.Parts Life	1.Drum	_	You can check the	
		2.Belt Unit	_	percentage of a machine part's life	
		3.Fuser	_	that remains	
		4.Laser	_	available.	
		5.PF Kit MP	_	(PF Kit 2 appears	
		6.PF Kit 1	_	only if you installed the optional paper	
		7.PF Kit 2	_	tray.)	
	¹ See Advanced U	Jser's Guide.		•	

Level 1	Level 2	Level 3	Options	Descriptions	Page
0.Initial Setup	1.Receive Mode	_	Fax Only* Fax/Tel External TAD Manual	Chooses the receive mode that best suits your needs.	33
	2.Date&Time	1.Date&Time	_	Puts the date and time on the LCD and in headings of faxes you send.	See ² .
		2.Auto Daylight	On*	Changes for Daylight Savings Time automatically.	See ¹ .
		3.Time Zone	UTCXXX:XX	Sets the time zone for your country.	See ³ .
	3.Station ID	_	Fax: Tel: Name:	Sets your name and fax number to appear on each page you fax.	See ² .
	4.Tone/Pulse	_	Tone* Pulse	Chooses the dialling mode.	
	5.Dial Tone	_	Detection No Detection*	You can shorten the dial tone detect pause.	132
	6.Phone Line Set	_	Normal* ISDN PBX	Select the phone line type.	37
	7.Reset	1.Network	1.Reset 2.Exit	Restores all network settings to factory default.	140
		2.Address & Fax	1.Reset 2.Exit	Restores all stored phone numbers and fax settings.	
		3.All Settings	1.Reset 2.Exit	Restores all the machine settings to factory default.	
	0.Local Language (in Eastern Europe)	_	(Choose your language.)	Allows you to change the LCD language for your country.	See ² .

- See Advanced User's Guide.
- ² See Quick Setup Guide.
- See Network User's Guide.



C

Entering text

When setting certain menu selections, such as the Station ID, you will need to type text characters. The dial pad keys have letters printed on them. The keys: $\mathbf{0}$, $\mathbf{\#}$ and $\mathbf{\times}$ do *not* have printed letters because they are used for special characters.

Press the appropriate dial pad key the number of times shown in this reference table to access the character you want.

Press Key	one time	two times	three times	four times	five times	six times	seven times	eight times	nine times
1	@		1	1	@		1	1	@
2	а	b	С	Α	В	С	2	а	b
3	d	е	f	D	Е	F	3	d	е
4	g	h	İ	G	Н	1	4	g	h
5	j	k	I	J	K	L	5	j	k
6	m	n	0	M	N	0	6	m	n
7	p	q	r	s	Р	Q	R	S	7
8	t	u	V	T	U	V	8	t	u
9	W	Х	у	Z	W	Х	Υ	Z	9

For menu selections that do not allow lower case character selection, please use this reference table.

Press Key	one time	two times	three times	four times	five times
2	Α	В	С	2	Α
3	D	Е	F	3	D
4	G	Н	I	4	G
5	J	K	L	5	J
6	М	N	Ο	6	М
7	Р	Q	R	S	7
8	Т	U	V	8	Т
9	W	Χ	Υ	Z	9

Inserting spaces

To enter a space in a fax number, press ▶ once between numbers. To enter a space in a name, press ▶ twice between characters.

Making corrections

If you entered a letter incorrectly and want to change it, press ◀ or ▶ to move the cursor to the incorrect character, and then press **Clear**.

Repeating letters

To enter a character on the same key as the previous character, press ▶ to move the cursor right before pressing the key again.

Special characters and symbols

Press *, # or 0, then press ◀ or ▶ to move the cursor to the symbol or character you want.

Press OK to choose it. The symbols and characters below will appear depending on your menu selection.

Press * for (space)!"#\$% &'()*+,-./€
Press # for :;<=>?@[]^_\~'|{}
Press 0 for ÄËÖÜÀÇÈÉ0

Specifications

General

Printer Type Laser

Print Method Electrophotography by semiconductor laser beam scanning

Memory Capacity (MFC-9465CDN) 256 MB

(MFC-9460CDN) 128 MB

LCD (liquid crystal

display)

22 characters \times 5 lines

Power Source 220 - 240 V AC 50/60Hz

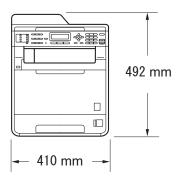
Power Consumption ¹ Peak: 1200 W

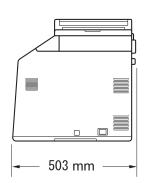
Copying (Average): Approx. 570 W ²
Deep Sleep (Average): Approx. 1.7 W
Ready (Average): Approx. 70 W

USB connection to PC

When making a copy from one sheet

Dimensions





Weight With Consumables: 26.5 kg

D

Noise level Sound power 1

Operating LwAd = 6.68 B (A)

(Colour Copying):

Operating LwAd = 6.67 B (A)

(Monochrome Copying):

Office equipment with LwAd > 6.30 B (A) is not suitable for use in room where people do primarily intellectual work. Such equipment should be placed in separate rooms because of the noise

emission.

Standby: LwAd = 4.26 B (A)

Sound pressure

Operating (Printing): LPAm = 57 dB (A) Standby: LPAm = 33 dB (A)

Temperature Operating: 10 to 32.5°C

Storage: 0 to 40°C

Humidity Operating: 20 to 80% (without condensation)

Storage: 10 to 90% (without condensation)

ADF (automatic document

feeder)

Up to 35 pages (Staggered) [80 g/m²]

¹ Measured in accordance with ISO 9296.

Document Size

Document SizeADF Width:147.3 to 215.9 mm(Single-sided)ADF Length:147.3 to 356.0 mm

Scanner Glass Max. 215.9 mm

Width:

Scanner Glass Max. 297 mm

Length:

 Document Size
 ADF Width:
 147.3 to 215.9 mm

 (2-sided (Duplex))
 ADF Length:
 147.3 to 356.0 mm

Print media

Paper Input Paper Tray

■ Paper Type: Plain paper, Thin paper or Recycled paper

■ Paper Size: Letter, A4, B5 (ISO/JIS), A5,

A5 (Long Edge), B6 (ISO), A6, Executive,

Legal and Folio

■ Paper Weight: 60 to 105 g/m²

■ Maximum Paper Tray
Up to 250 sheets of 80 g/m²

Capacity: Plain paper

Multi-purpose tray (MP tray)

■ Paper Type: Envelope, Env. Thin, Env. Thick, Labels ¹,

Glossy paper, Thin paper, Thick paper,

Thicker paper, Recycled paper, Bond paper or Plain paper

■ Paper Size: Width: 69.8 to 216 mm

Length: 116 to 406.4 mm

■ Paper Weight: 60 to 163 g/m^{2 2}

■ Maximum Paper Tray Un to 50 sheets

Capacity:

Up to 50 sheets of 80 g/m² Plain paper

Paper Tray 2 (option)

■ Paper Type: Plain paper, Thin paper or Recycled paper

■ Paper Size: Letter, A4, B5 (ISO/JIS), A5, B6 (ISO),

Executive, Legal and Folio

■ Paper Weight: 60 to 105 g/m²

■ Maximum Paper Tray Up to 500 sheets of 80 g/m²

Capacity: Plain paper

Paper Output Face-Down Output Tray Up to 150 sheets (face down print delivery

to the output paper tray)

Face-Up Output Tray One sheet (face up print delivery to the

Face up output tray)

Duplex Printing

Manual Duplex: YesAutomatic Duplex: YesPaper Size A4

(Automatic Duplex):

■ Paper Weight 60 to 105 g/m²

(Automatic Duplex):

■ Paper Type Plain paper, Thin paper, Recycled paper or

(Automatic Duplex): Glossy paper

For labels, we recommend removing printed pages from the output paper tray immediately after they exit the machine to avoid the possibility of smudging.

² 60 to 105 g/m² for duplex print.

Fax

Compatibility ITU-T Super Group 3

Modem Speed Automatic Fallback: 33,600 bps

2-sided (Duplex) Print Yes

Receiving

Automatic 2-sided (Duplex) Yes (from ADF)

Sending (MFC-9465CDN)

Scanning WidthMax. 208 mmPrinting WidthMax. 208 mmGreyscale8 bit/256 levels

Resolution Horizontal: 8 dot/mm

Vertical

■ Standard: 3.85 line/mm (Mono)

7.7 line/mm (Colour)

■ Fine: 7.7 line/mm (Mono)

7.7 line/mm (Colour)

■ Photo: 7.7 line/mm (Mono)

■ Superfine: 15.4 line/mm (Mono)

One Touch Dial $16 (8 \times 2)$ Speed Dial300 stationsGroupsUp to 20Broadcasting366 stations

Automatic Redial 3 times at 5 minute intervals

Memory Transmission Up to 500 ¹ pages ²
Out of Paper Reception Up to 500 ¹ pages ²

^{1 &#}x27;Pages' refers to the 'ITU-T Test Chart #1' (a typical business letter, Standard resolution, JBIG code). Specifications and printed materials are subject to change without prior notice.

Black & White only

Copy

Colour/Black Yes/Yes

Copy Width Max. 210 mm
Automatic 2-sided (Duplex) Yes (from ADF)

Copy (MFC-9465CDN)

Multiple CopiesStacks or Sorts up to 99 pagesReduce/Enlarge25% to 400% (in increments of 1%)

Resolution Up to 1200×600 dpi

First Copy Out Time Less than 19 seconds (from the READY mode and standard

(Monochrome) tray)

First Copy Out Time Less than 21 seconds (from the READY mode and standard

(Colour) tray)

Scanner

Colour/Black Yes/Yes

TWAIN Compliant Yes (Windows® 2000 Professional/Windows® XP/

Windows® XP Professional x64 Edition/Windows Vista®/

Windows® 7)

Mac OS X 10.4.11 - 10.6.x 1

WIA Compliant
Yes (Windows® XP/Windows Vista®/Windows® 7)

Colour Depth 48 bit internal / 24 bit external colour

Resolution Up to 19200×19200 dpi (interpolated) ²

Up to 1200 × 2400 dpi (optical) ² (from Scanner Glass)

Up to 1200×600 dpi (optical) ² (from ADF)

Scanning Width Max. 210 mm

Automatic 2-sided Yes (from ADF)

(Duplex) Scanning (MFC-9465CDN)

Greyscale 256 levels

¹ For the latest driver updates for the Mac OS X you are using, visit us at http://solutions.brother.com/.

Maximum 1200×1200 dpi scanning with the WIA driver in Windows[®] XP (resolution up to 19200×19200 dpi can be chosen by using the scanner utility)

Printer

Automatic 2-sided Yes

(Duplex) Print

Emulations PCL6, BR-Script3 (PostScript[®] 3™)

Resolution 600 dpi \times 600 dpi, 2400 dpi (2400 \times 600) quality **Print Speed** Up to 14 sides/minute (Up to 7 sheets/minute)

(Monochrome Duplex) (A4 size) 1

Print Speed Up to 14 sides/minute (Up to 7 sheets/minute)

(Colour Duplex) (A4 size) 1

Print Speed Up to 24 pages/minute (A4 size) 1

(Monochrome)

Print Speed Up to 24 pages/minute (A4 size) 1

(Colour)

First Print Out Time Less than 16 seconds (from the READY mode and standard tray)

(Monochrome)

First Print Out Time Less than 16 seconds (from the READY mode and standard tray)

(Colour)

The print speed may vary depending on the type of document you print.

Interfaces

USB Use a USB cable (Type A/B) that is no more than 2 meters long. 12

Ethernet ³ Use an Ethernet UTP cable category 5 or greater.

Your machine has a Hi-Speed USB 2.0 interface. The machine can also be connected to a computer that has a USB 1.1 interface.

Third-party USB ports are not supported.

See Network (LAN) on page 177 and the Network User's Guide for detailed network specifications.

Direct Print feature

Compatibility PDF version 1.7 ¹, JPEG, Exif + JPEG, PRN (created by Brother

printer driver), TIFF (scanned by all Brother MFC or DCP models), PostScript[®] 3[™] (created by Brother BR-Script 3 printer driver), XPS

version 1.0.

Interface USB direct interface

¹ PDF data including a JBIG2 image file, a JPEG2000 image file or a transparency file is not supported.

Computer requirements

	Minimum	n System Requiren	nents and	Supporte	d PC Soft	ware Fund	tions	
Computer Operating		Processor Minimum Speed			Hard Dis		Supported PC	Supported PC
Version					For Drivers	For Applications	Software Functions	Interface ³
Windows [®] Operating System ¹	Windows [®] 2000 Professional ⁵	Intel [®] Pentium [®] II or equivalent	64 MB	256 MB	150 MB	500 MB	Printing, PC-Fax ⁴ , Scanning	USB, 10/100 Base Tx (Ethernet)
	Windows [®] XP Home ^{2 6} Windows [®] XP Professional ^{2 6}		128 MB					(Ethernot)
	Windows [®] XP Professional x64 Edition ^{2 6}	64-bit (Intel [®] 64 or AMD64) supported CPU	256 MB	512 MB				
	Windows Vista ^{® 6}	Intel [®] Pentium [®] 4 or equivalent 64-bit (Intel [®] 64 or AMD64) supported CPU	512 MB	1 GB	500 MB	1.2 GB		
	Windows [®] 7 ⁶	Intel [®] Pentium [®] 4 or equivalent 64-bit (Intel [®] 64 or AMD64) supported CPU	1 GB (32-bit) 2 GB (64-bit)	1 GB (32-bit) 2 GB (64-bit)	650 MB			

Minimum System Requirements and Supported PC Software Functions								
Computer Platform & Operating System Version		Processor Minimum Speed	Minimum RAM	Recommended RAM	Hard Disk Space to install		Supported PC	Supported PC
					For Drivers	For Applications	Software Functions	Interface ³
Windows [®] Operating System ¹	Windows Server® 2003 (print only via network)	Intel [®] Pentium [®] III or equivalent	256 MB	512 MB	50 MB	N/A	Printing	10/100 Base Tx (Ethernet)
	Windows Server [®] 2003 x64 Edition (print only via network)	64-bit (Intel [®] 64 or AMD64) supported CPU						
	Windows Server [®] 2008 (print only via network)	Intel® Pentium® 4 or equivalent 64-bit (Intel® 64 or AMD 64) supported CPU	512 MB	B 2 GB				
	Windows Server [®] 2008 R2 (print only via network)	64-bit (Intel [®] 64 or AMD64) supported CPU						
Macintosh Operating System	Mac OS X 10.4.11 10.5.x	PowerPC G4/G5 Intel [®] Core™ Processor	512 MB	1 GB	80 MB	400 MB	Printing, PC-Fax Send ⁴ ,	USB, 10/100 Base Tx
	Mac OS X 10.6.x	Intel [®] Core™ Processor	1 GB	2 GB			Scanning	(Ethernet)

¹ Internet Explorer[®] 6.0 or greater.

For the latest driver updates, visit http://solutions.brother.com/.

All trademarks, brand and product names are property of their respective companies.

² For WIA, 1200 x 1200 resolution. Brother Scanner Utility enables to enhance up to 19200 x 19200 dpi.

 $^{^{3}}$ Third-party USB ports are not supported.

⁴ PC-Fax supports black and white only.

⁵ PaperPort[™] 11SE supports Microsoft[®] SP4 or higher for Windows[®] 2000.

PaperPort™ 12SE supports Microsoft® SP3 or higher for Windows® XP and SP2 or higher for Windows Vista® and Windows® 7.

Consumable items

Toner Cartridge Life Starter Toner Cartridge:

Black Approx. 2,500 pages (A4) ¹

Cyan, Magenta, Yellow Approx. 1,500 pages (A4) ¹

Standard Toner Cartridge:

TN-320BK (Black): Approx. 2,500 pages (A4) ¹

TN-320C (Cyan): Approx. 1,500 pages (A4) ¹

TN-320M (Magenta): Approx. 1,500 pages (A4) ¹ **TN-320Y** (Yellow): Approx. 1,500 pages (A4) ¹

High Capacity Toner Cartridge:

TN-325BK (Black): Approx. 4,000 pages (A4) ¹

TN-325C (Cyan): Approx. 3,500 pages (A4) ¹

TN-325M (Magenta): Approx. 3,500 pages (A4) ¹

TN-325Y (Yellow): Approx. 3,500 pages (A4) ¹

Drum Unit DR-320CL Approx. 25,000 pages (A4) ²

Belt Unit BU-300CL Approx. 50,000 pages (A4)

Waste Toner Box WT-300CL Approx. 50,000 pages (A4)

Approx. cartridge yield is declared in accordance with ISO/IEC 19798.

² Drum yield is approximate, and may vary by type of use.

Network (LAN)



For details about the full Network specifications, see Network User's Guide.

LAN You can connect your machine to a network for Network Printing,

Network Scanning, PC-Fax Send, PC-Fax Receive (Windows[®] only) and Remote Setup ¹. Also included is Brother BRAdmin Light ²

Network Management software.

Wired Network Security APOP, POP before SMTP, SMTP-AUTH, SSL/TLS (IPPS, HTTPS, SMTP, POP), SNMP v3, 802.1x (EAP-MD5, EAP-FAST, PEAP,

EAP-TLS, EAP-TTLS), Kerberos

See Computer requirements on page 174.

² BRAdmin Professional and Web BRAdmin are available as a download from http://solutions.brother.com/.

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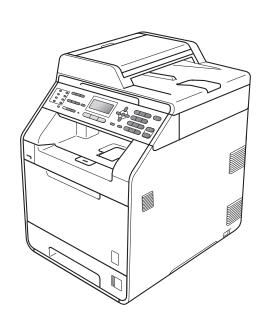
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The machine is approved for use in the country of purchase only, local Brother companies or their dealers will only support machines purchased in their own countries.



ADVANCED USER'S GUIDE



MFC-9460CDN MFC-9465CDN

Not all models are available in all countries.

Version 0

User's Guides and where do I find it?

Which manual?	What's in it?	Where is it?
Safety and Legal	Please read the Safety Instructions before you set up your machine.	Printed / In the box
Quick Setup Guide	Read this Guide first. Follow the instructions for setting up your machine and installing the drivers and software for the operating system and connection type you are using.	Printed / In the box
Basic User's Guide	Learn the basic Fax, Copy, Scan and Direct Print operations and how to replace consumables. See troubleshooting tips.	Printed / In the box For HUN/BUL/ROM/POL/SVK/CZE: PDF file / Documentation CD-ROM / In the box
Advanced User's Guide	Learn more advanced operations: Fax, Copy, security features, printing reports and performing routine maintenance.	PDF file / Documentation CD-ROM / In the box
Software User's Guide	Follow these instructions for Printing, Scanning, Network Scanning, Remote Setup, PC-Fax, and using the Brother ControlCenter utility.	PDF file / Documentation CD-ROM / In the box
Network Glossary	This Guide provides basic information about advanced network features of Brother machines along with general networking and common terms.	PDF file / Documentation CD-ROM / In the box
Network User's Guide	This Guide provides useful information of wired and wireless network settings and security settings using Brother machine. You can also find supported protocol information for your machine and the detailed troubleshooting tips.	PDF file / Documentation CD-ROM / In the box

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General Setup

Memory storage

Your menu settings are stored permanently, and in the event of a power failure will *not* be lost. Temporary settings (for example, Contrast, Overseas Mode) *will* be lost. Also, during a power failure the machine will retain the date and time and programed fax timer jobs (e.g. Delayed Fax) for up to 60 hours. Other fax jobs in the machine memory will not be lost.

Automatic daylight savings time

You can set the machine to change automatically for Daylight Savings Time. It will set itself forward one hour in the Spring, and back one hour in the Autumn.

- 1 Press Menu, 0, 2, 2.
- Press ▲ or ▼ to choose on or off. Press OK.
- 3 Press Stop/Exit.

Ecology features

Toner Save

You can save toner using this feature. When you set Toner Save to On, prints appear lighter. The default setting is Off.

- 1 Press Menu, 1, 4, 1.
- Press ▲ or ▼ to choose On or Off. Press OK.
- 3 Press Stop/Exit.



We do not recommend Toner Save for printing Photo or Greyscale images.

Sleep Mode

The Sleep Mode Setting can reduce power consumption. When the machine is in Sleep Mode (Power Save mode) it acts as though it were turned off. Receiving data or starting an operation wakes up the machine from Sleep mode to Ready mode.

You can choose how long the machine must be idle before it goes into sleep mode. When the machine receives a fax, computer data or makes a copy, the timer will be reset. The default setting is 3 minutes.

While the machine is in sleep mode the LCD will show Sleep.

- 1 Press Menu, 1, 4, 2.
- Enter the length of time the machine is idle before entering sleep mode. Press **OK**.
- 3 Press Stop/Exit.

Deep Sleep mode

If the machine is in Sleep mode and does not receive any jobs for a certain length of time, the machine will go into Deep Sleep mode automatically and the LCD will show Deep Sleep. Deep Sleep mode reduces more power consumption than Sleep mode. The machine will wake up and start warming up, when the machine receives a fax, computer data or makes a copy or when you press a key on the control panel.

LCD Contrast

You can change the contrast to make the LCD look lighter or darker.

- 1 Press Menu, 1, 6.
- Press ► to make the LCD darker. Or, press ◀ to make the LCD lighter. Press OK.
- 3 Press Stop/Exit.

Mode Timer

The machine has three mode keys on the control panel: **FAX**, **SCAN**, and **COPY**.

You can set how much time the machine takes after the last Copy or Scan operation to return to Fax mode. If you choose Off, the machine will stay in the mode you used last.

This setting also sets the time the machine will change from individual user to the Public mode when using Secure Function Lock. (See *Switching Users* on page 7.)



- 1 Press Menu, 1, 1.
- Press A or V to choose 0 Sec,
 30 Secs, 1 Min, 2 Mins, 5 Mins or
 Off.
 Press OK.
- 3 Press Stop/Exit.

Security features

Secure Function Lock 2.0

Secure Function Lock lets you restrict Public access to the following machine functions:

- Fax Tx
- Fax Rx
- Copy
- Scan
- USB Direct
- PC Print
- Color Print

This feature also prevents users from changing the Default settings of the machine by limiting access to the Menu settings.

Before using the security features you must first enter an administrator password.

Access to restricted operations can be enabled by creating a restricted user. Restricted users must enter a user password to use the machine.

Make a careful note of your password. If you forget it, you will have to reset the password stored in the machine. For information about how to reset the password call your Brother dealer for service.

Note

- Secure Function Lock can be set manually at the control panel or by using Web Based Management. We recommend using Web Based Management to configure this feature. For more information, see the Network User's Guide.
- Only administrators can set limitations and make changes for each user.
- When Secure Function Lock is on, you can only use 1.Contrast,
 6.Polled TX and 7.Coverpg Setup under 2.Setup Send in the Fax menu.
 - If Fax Tx is disabled, you cannot use any function in the Fax menu.
- Polling Receive is enabled only when both Fax Tx and Fax Rx are enabled.

Setting the password for the administrator

The password you set in these steps is for the administrator. This password is used to set up users and to turn Secure Function Lock on or off. (See Setting up restricted users on page 6 and Turning Secure Function Lock on/off on page 6.)

- 1 Press Menu, 1, 7, 1.
- Enter a four-digit number for the password using numbers 0-9. Press **OK**.
- Re-enter the password when the LCD shows Verify:.

 Press **OK**.
- 4 Press Stop/Exit.

Changing the password for the administrator

- 1 Press Menu, 1, 7, 1.
- Press ▲ or ▼ to choose Set Password.
 Press OK.
- 3 Enter the registered four-digit password. Press **OK**
- 4 Enter a four-digit number for the new password.
 Press **OK**.
- If the LCD shows Verify: re-enter the new password. Press OK
- 6 Press Stop/Exit.

Setting up the public user mode

Public user mode restricts the functions that are available for Public users. Public users do not need to enter a password to access the features made available through this setting. You can set up one Public user.

- 1 Press Menu, 1, 7, 1.
- Press A or V to choose Setup ID. Press OK.
- 3 Enter the administrator password. Press **OK**.
- 4 Press ▲ or ▼ to choose Public.
 Press OK.
- Press ▲ or ▼ to choose Enable or
 Disable for Fax Tx.
 Press OK.
 After you have set Fax Tx, repeat this
 step for Fax Rx, Copy, Scan,
 USB Direct, PC Print and
 Color Print. When the LCD shows
 Exit, press OK.
- 6 Press Stop/Exit.

Setting up restricted users

You can set up users with restrictions and a password for functions that are available to them. You can set up more advanced restrictions, such as by page count or PC user login name, through Web Based Management. (For more information, see the *Network User's Guide*.) You can set up to 25 restricted users with restrictions and a password.

- 1 Press Menu, 1, 7, 1.
- Press A or V to choose Setup ID. Press OK.
- 3 Enter the administrator password. Press **OK**.
- Press ▲ or ▼ to choose User01. Press OK.
- 5 Use the numeric keys to enter the user name. (See Entering text in Appendix C of the Basic User's Guide.)
 Press **OK**.
- 6 Enter a four-digit password for the user. Press **OK**.
- Press ▲ or ▼ to choose Enable or Disable for Fax Tx.

Press OK.

After you have set Fax Tx, repeat this step for Fax Rx, Copy, Scan, USB Direct, PC Print and Color Print. When the LCD shows Exit, press **OK**.

- 8 Repeat steps 4 to 7 for entering each additional user and password.
- 9 Press Stop/Exit.



You cannot use the same name as another user's name.

Turning Secure Function Lock on/off

If you enter the wrong password, the LCD will show Wrong Password. Re-enter the correct password.

Turning Secure Function Lock on

- 1 Press Menu, 1, 7, 1.
- Press ▲ or ▼ to choose Lock Off→On.
 Press OK.
- 3 Enter your four-digit administrator password.
 Press **OK**

Turning Secure Function Lock off

- 1 Press Menu, 1, 7, 1.
- Press A or ▼ to choose Lock On→Off. Press OK.
- Enter your four-digit administrator password.
 Press **OK**.

Switching Users

This setting allows you to switch between registered restricted users or Public mode when Secure Function Lock is turned on.

Changing to the restricted user Mode

- 1 Hold down Shift as you press Secure.
- Press ▲ or ▼ to choose ID. Press **OK**.
- 3 Enter your four-digit password. Press **OK**.

Changing to the Public Mode

After a restricted user has finished using the machine, it will return to the Public setting within the same time as the Mode Timer setting (**Menu**, **1**, **1**). (See *Mode Timer* on page 3.) You can also exit from the restricted user mode by pressing the current Mode key you are in. Then LCD will ask you Go to Public?.

Press 1 to choose 1. Yes.



- If the current ID is restricted to the function you want to use, Access Denied will appear on the LCD and then the machine will ask your name. If you are allowed to access the function you want to use, press ▲ or ▼ to choose your name and enter your four-digit password.
- If the function you want to use is restricted for all users, Not Available will appear on the LCD and then the machine will go back to the Ready mode. You cannot access to the function you want to use. Contact your administrator to check your Secure Function Lock Settings.
- If your ID has set page limit restrictions and already reached the maximum number of pages, the LCD will show Limit Exceeded when you print data. Contact your administrator to check your Secure Function Lock Settings.
- If your ID has set Colour Print restrictions to Disable, the LCD will show
 No Permission when you print data.
 The machine prints the data in black & white only.

Setting Lock

Setting Lock lets you set a password to stop other people from accidentally changing your machine settings.

Make a careful note of your password. If you forget it, you will have to reset the passwords stored in the machine. Please call your administrator or your Brother dealer.

While Setting Lock is On, you cannot change the following settings without a password:

- Mode Timer
- Paper
- Volume
- Ecology
- Tray Use
- LCD Contrast
- Security
- Document Scan
- Address Book
- Dial Restrict
- Printer (Emulation, Duplex, Output Color, Reset Printer, Frequency)
- Network settings (except Status, Mac Address, Scan to FTP, Scan to Network)
- Receive Mode
- Date&Time
- Station ID
- Tone/Pulse (except BEL, NOR, SWE, DAN, FIN)
- Dial Tone
- Phone Line Set
- Reset

Also, machine settings cannot be changed through the Remote Setup while Setting Lock is On.

Setting up the password

- 1 Press Menu, 1, 7, 2.
- 2 Enter a four-digit number for the password using numbers 0-9. Press **OK**.
- Re-enter your password when the LCD shows Verify:.

 Press **OK**.
- 4 Press Stop/Exit.

Changing your Setting Lock password

- 1 Press Menu, 1, 7, 2.
- Press A or ▼ to choose Set Password. Press OK.
- 3 Enter your four-digit password. Press **OK**.
- 4 Enter a four-digit number for the new password.
 Press **OK**.
- Re-enter your new password when the LCD shows Verify:.

 Press **OK**.
- 6 Press Stop/Exit.

Turning Setting Lock on/off

If you enter the wrong password when following the instructions below, the LCD will show Wrong Password. Re-enter the correct password.

Turning Setting Lock on

- 1 Press Menu, 1, 7, 2.
- Press ▲ or ▼ to choose on. Press **OK**.
- 3 Enter your four-digit password. Press **OK**.
- 4 Press Stop/Exit.

Turning Setting Lock off

- 1 Press Menu, 1, 7, 2.
- Enter your four-digit password. Press **OK** twice.
- 3 Press Stop/Exit.

Restricting dialling

This feature is to prevent users from sending a fax or call to a wrong number by mistake. You can set the machine to restrict dialling by using the dial pad, One Touch and Speed Dial.

If you choose Off, the machine does not restrict the dialling method.

If you choose Enter # twice, the machine will prompt you to re-enter the number, and then if you re-enter the same number correctly, the machine will start dialling. If you re-enter the wrong number, the LCD will show an error message.

If you choose On, the machine will restrict all fax sending and outbound calls for that dialling method.

Dial pad restriction

- 1 Press Menu, 2, 6, 1.
- Press ▲ or ▼ to choose Off, Enter # twice Of On. Press OK.
- 3 Press Stop/Exit.

One Touch restriction

- 1 Press Menu, 2, 6, 2.
- Press A or V to choose Off, Enter # twice or On. Press OK.
- 3 Press Stop/Exit.

Speed Dial restriction

- 1 Press Menu, 2, 6, 3.
- Press ▲ or ▼ to choose Off, Enter # twice Or On. Press OK.
- 3 Press Stop/Exit.



- The Enter # twice setting will not work if you lift an external handset before entering the number. You will not be asked to re-enter the number.
- The machine cannot restrict dialling from Redial/Pause.
- If you chose On or Enter # twice, you cannot use the Broadcasting feature and cannot combine quick dial numbers when dialling.

Sending a fax

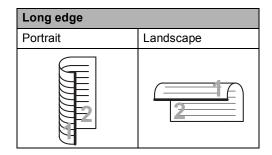
Additional sending options

Changing a 2-sided fax layout

You need to choose the duplex scanning format before you send a 2-sided fax. The format you choose will depend on the layout of your 2-sided document.

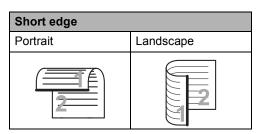
- 1 Press Menu, 1, 8, 3.
- 2 Do one of the following:
 - If your document is flipped on the Long edge, press A or V to choose Long edge.

Press OK.



■ If your document is flipped on the Short edge, press A or V to choose Short edge.

Press OK.



3 Press Stop/Exit.

Sending faxes using multiple settings

Before you send a fax, you can change any combination of these settings: contrast, resolution, overseas mode, delayed fax timer, polling transmission, real time transmission or cover page settings.



- 2 Do one of the following:
 - To choose more settings, press 1.

 The LCD returns to the Setup Send menu so you can choose another setting.
 - If you have finished choosing settings, press 2 and go to the next step for sending your fax.

Contrast

For most documents the default setting of Auto will give the best results.

It automatically chooses the suitable contrast for your document.

If your document is very light or dark, changing the contrast may improve the quality of the fax.

Use Dark to make the faxed document lighter.

Use Light to make the faxed document darker.

- 1 Make sure you are in Fax mode 🖼
- 2 Load your document.
- 3 Press Menu, 2, 2, 1.
- 4 Press ▲ or ▼ to choose Auto, Light or Dark.

Press OK.



Even if you choose Light or Dark, the machine will send the fax using the Auto setting if you choose Photo as the Fax Resolution.

Changing Fax Resolution

The quality of a fax can be improved by changing the Fax Resolution. Resolution can be changed for the next fax or for all faxes.

To change the Fax Resolution setting for the *next* fax

- 1 Make sure you are in Fax mode 📠.
- 2 Load your document.
- 3 Press **Resolution**, then **△** or **▼** to choose the resolution.

 Press **OK**.

To change the default Fax Resolution setting

- Press Menu, 2, 2, 2.
- Press ▲ or ▼ to choose the resolution you want.
 Press **OK**.



You can choose four different resolution settings for black & white faxes and two for colour.

Black & white	
Standard	Suitable for most typed documents.
Fine	Good for small print and transmits a little slower than Standard resolution.
S.Fine	Good for small print or artwork and transmits slower than Fine resolution.
Photo	Use when the document has varying shades of grey or is a photograph. This has the slowest transmission time.

Colour	
Standard	Suitable for most typed documents.
Fine	Use when the document is a photograph. The transmission time is slower than Standard resolution.

If you choose S. Fine or Photo and then use the **Colour Start** key to send a fax, the machine will send the fax using the Fine setting.

Additional sending operations

Sending a fax manually

Manual transmission

Manual transmission lets you hear the dialling, ringing and fax-receiving tones while sending a fax.

- 1 Make sure you are in Fax mode 📠.
- 2 Load your document.
- 3 Pick up the handset of an external telephone and listen for a dial tone.
- 4 Dial the fax number you want to call.
- 5 When you hear the fax tone, press Mono Start or Colour Start.
 - If you are using the scanner glass, press 1 to send a fax.
- 6 Replace the handset of an external telephone.

Dual access (black & white only)

You can dial a number, and start scanning the fax into memory—even when the machine is sending from memory, receiving faxes or printing PC data. The LCD will show the new job number.

The number of pages you can scan into the memory will vary depending on the data that is printed on them.



If you get an Out of Memory message while scanning the first page of a fax, press **Stop/Exit** to cancel scanning. If you get an Out of Memory message while scanning a subsequent page, you can press **Mono Start** to send the pages scanned so far, or press **Stop/Exit** to cancel the operation.

Broadcasting (black & white only)

Broadcasting lets you send the same fax message to more than one fax number. You can include Groups, One Touch, Speed Dial numbers and up to 50 manually dialled numbers in the same broadcast.

You can broadcast to up to 366 different numbers. This will depend on how many groups, access codes or credit card numbers you have stored, and on how many delayed or stored faxes in memory.

Before you begin the broadcast

One Touch and Speed Dial numbers must be stored in the machine's memory before they can be used in a broadcast. (See Storing One Touch Dial numbers and Storing Speed Dial numbers in Chapter 7 of the Basic User's Guide.)

Group numbers must also be stored in the machine's memory before they can be used in a broadcast. Group numbers include many stored One Touch Dial and Speed Dial numbers for easier dialling. (See Setting up Groups for Broadcasting on page 35.)

How to broadcast a fax



Use **▼ Search** to help you choose numbers easily.

Make sure you are in Fax mode 🖼



Load your document.

3 Enter a number. Press OK.

> You can use either a One Touch, Speed Dial, a Group number, or a number manually entered using the dial pad. (See How to dial in Chapter 7 of the Basic User's Guide.)

- 4 Repeat step 3 until you have entered all the fax numbers you want to broadcast to.
- 5 Press Black Start.

After the broadcast is finished the machine will print a broadcast report to let you know the results.



The scan profile of the One Touch, Speed Dial or Group number you chose first will be applied to the broadcast.

Cancelling a Broadcast in progress

While broadcasting you can cancel the fax currently being sent or the whole broadcast iob.

1 Press Menu, 2, 7.

The LCD will display the Broadcast job number followed by the fax number or name being dialled (for example, #001 0123456789) and the broadcast job number (for example,

Broadcast#001).



- Press ▲ or ▼ to choose one of the following:
 - Choose the fax number being dialled, and press OK.
 - Choose the broadcast job number, and press OK.
- 3 Press 1 to cancel the fax number or Broadcast job number you chose in step 2, or press 2 to exit without canceling. If you chose to only cancel the fax currently being sent in step 2, the LCD will ask you if you want to cancel the broadcast job. Press 1 to clear the whole broadcast job or 2 to exit.
- Press Stop/Exit.

Real Time Transmission

When you are sending a fax, the machine will scan the documents into the memory before sending it. Then, as soon as the telephone line is free, the machine will start dialling and sending.

Sometimes, you may want to send an important document immediately, without waiting for memory transmission. You can set Real Time TX to On for all documents or Next Fax:On for the next fax only.



- If the memory is full and you are sending a black and white fax from the ADF, the machine will send the document in real time (even if Real Time TX is set to Off). If the memory is full, faxes from the scanner glass cannot be sent until you clear some of the memory.
- In Real Time Transmission, the automatic redial feature does not work when using the scanner glass.

Sending in real time for all faxes

- 1 Make sure you are in Fax mode 📠
- 2 Press Menu, 2, 2, 5.
- 3 Press ▲ or ▼ to choose on. Press **OK**.

Sending in real time for the next fax only

- 2 Press Menu, 2, 2, 5.
- Press ▲ or ▼ to choose Next Fax:On.
 Press OK.

Not sending in real time for the next fax only

- 1 Make sure you are in Fax mode 📠
- 2 Press Menu, 2, 2, 5.
- 3 Press A or V to choose Next Fax:Off. Press OK.

Overseas Mode

If you are having difficulty sending a fax overseas due to a bad connection, then turning on Overseas Mode may help.

This is a temporary setting, and will only be active for your next fax.

- 1 Make sure you are in Fax mode 📠
- 2 Load your document.
- 3 Press Menu, 2, 2, 9.
- Press A or V to choose On or Off. Press OK.

Delayed Fax (black & white only)

You can store up to 50 faxes in the memory to be sent within a twenty four hour period.

- 1 Make sure you are in Fax mode 🖼
- 2 Load your document.
- 3 Press Menu, 2, 2, 3.
- 4 Enter the time you want the fax to be sent (in 24-hour format).

 (For example, enter 19:45 for 7:45 PM)
 Press **OK**.



The number of pages you can scan into the memory depends on the amount of data printed on each page.

Delayed batch transmission (black & white only)

Before sending the delayed faxes, your machine will help you economize by sorting all the faxes in the memory by destination and scheduled time.

All delayed faxes that are scheduled to be sent at the same time to the same fax number will be sent as one fax to save transmission time.

- 1 Make sure you are in Fax mode 📠.
- 2 Press Menu, 2, 2, 4.
- 3 Press A or V to choose on or off. Press OK.
- 4 Press Stop/Exit.

Checking and cancelling waiting jobs

Check which jobs are still waiting in the memory to be sent. If there are no jobs, the LCD will show No Jobs Waiting. You can cancel a fax job that is stored and waiting in the memory.

- 1 Press **Menu**, **2**, **7**. The number of jobs still to be sent will be displayed.
- 2 Do one of the following:
 - Press A or ▼ to scroll though the waiting jobs, press OK to choose a job, and then press 1 to cancel it.
 - Press 2 to exit without cancelling.
- When you have finished, press Stop/Exit.

Electronic cover page (black & white only)

This feature will *not* work unless you have already programmed your Station ID. (See the *Quick Setup Guide*.)

You can automatically send a cover page with every fax. Your cover page includes your Station ID, a comment, and the name (or number) stored in the One Touch or Speed Dial memory.

By choosing Next Fax: On you can also display the number of pages on the cover page.

You can choose one of the following preset comments.

- 1.Comment Off
- 2.Please Call
- 3.Urgent
- 4.Confidential

Instead of using one of the preset comments, you can enter two personal messages of your own, up to 27 characters long. Use the chart on *Entering text* in *Appendix C* of the *Basic User's Guide* for help entering characters.

(See Composing your own comments on page 19.)

- 5. (User Defined)
- 6. (User Defined)

Composing your own comments

You can set up two comments of your own.

- 1 Make sure you are in Fax mode 📠.
- Press Menu, 2, 2, 8.
- 3 Press ▲ or ▼ to choose 5 . or 6 . to store your own comment.
 Press OK.
- 4 Enter your own comment using the dial pad.
 Press **OK**.

Use the chart on *Entering text* in *Appendix C* of the *Basic User's Guide* for help entering characters.

Send a cover page for the next fax

If you want to send a cover page only for the next fax, your machine will ask you to enter the number of pages you are sending so it can be printed on the cover page.

- 1 Make sure you are in Fax mode 👜.
- 2 Load your document.
- 3 Press Menu, 2, 2, 7.

pages.

- Press ▲ or ▼ to choose Next Fax:On
 (or Next Fax:Off).
 Press OK.
- Press ▲ or ▼ to choose a comment. Press OK.
- pages you are sending.
 Press **OK**.
 For example, enter **0**, **2** for 2 pages or **0**, **0** to leave the number of pages blank.
 If you make a mistake, press **◄** or **Clear** to back up and re-enter the number of

6 Enter two digits to show the number of

Send a cover page for all faxes

You can set the machine to send a cover page whenever you send a fax.

- 1 Make sure you are in Fax mode 📠.
- 2 Press Menu, 2, 2, 7.
- 3 Press A or ▼ to choose on (or off). Press OK.
- Press ▲ or ▼ to choose a comment. Press OK.

Using a printed cover page

If you want to use a printed cover page that you can write on, you can print the sample page and attach it to your fax.

- 2 Press Menu, 2, 2, 7.
- Press A or ▼ to choose Print Sample. Press OK.
- 4 Press Mono Start or Colour Start.
- 5 After the machine prints a copy of your cover page, press **Stop/Exit**.

Polling overview

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polled transmit (black & white only)

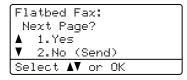
Polled transmit lets you set up your machine to wait with a document so another fax machine can call and retrieve it.

Setup for polled transmit

- 1 Make sure you are in Fax mode 🖼
- 2 Load your document.
- 3 Press Menu, 2, 2, 6.
- Press A or ▼ to choose Standard. Press OK.
- 5 Press **2** to choose 2.No if you do not want to enter more settings when the LCD asks you the following message:

```
22.Setup Send
Next?
A 1.Yes
V 2.No
Select AV or OK
```

- 6 Press Mono Start.
- If you are using the scanner glass, the LCD will prompt you to choose one of the options below:



■ Press 1 to send another page. Go to step 8.

- Press 2 or Mono Start to send the document.
- 8 Place the next page on the scanner glass, press **OK**. Repeat steps **7** and **3** for each additional page.

The document will be stored in memory and wait to be polled.



The document will be stored and can be retrieved from any other fax machine until you delete the fax from memory.

To delete the fax from memory, press **Menu**, **2**, **7**. (See *Checking and cancelling waiting jobs* on page 18.)

Setup for polled transmit with a secure code

Secure polling lets you restrict who can get the documents you set up to be polled.

Secure polling only works with Brother fax machines. If another person wants to retrieve a fax from your machine they will have to enter the secure code.

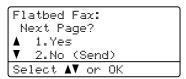
- 1 Make sure you are in Fax mode 📠.
- 2 Load your document.
- 3 Press Menu, 2, 2, 6.
- 4 Press A or V to choose Secure.
 Press OK.
- 5 Enter a four-digit number. Press **OK**.
- 6 Press 2 to choose 2.No if you do not want to enter more settings when the LCD asks you the following message:



Press Mono Start.

Chapter 3

8 If you use the scanner glass, the LCD will prompt you to choose one of the options below:



- Press 1 to send another page.
 - Go to step 9.
- Press 2 or Mono Start to send the document.
- 9 Place the next page on the scanner glass, press **OK**. Repeat steps **3** and **9** for each additional page. Your machine will automatically send the fax.

4

Receiving a fax

Remote Fax Options (black & white only)

Remote Fax Options are NOT available for colour fax.

Remote Fax Options let you receive faxes while you are away from the machine.

You can use *only one* Remote Fax Option at a time.

Out of Paper Reception

As soon as the paper tray becomes empty during fax reception, the LCD shows

No Paper. Put some paper in the paper tray.
(See Loading paper and print media in Chapter 2 of the Basic User's Guide)

The machine will carry on receiving the fax, with the remaining pages being stored in memory, if enough memory is available.

Incoming faxes will continue to be stored in the memory until the memory becomes full or paper is loaded in the paper tray. When the memory is full the machine will stop automatically answering calls. To print the faxes, put fresh paper in the tray.

Fax Forwarding

The Fax Forwarding feature lets you automatically forward your received faxes to another machine. If you choose Backup Print On, the machine will also print the fax.

1 Press Menu, 2, 5, 1.

forwarded to.

- Press ▲ or ▼ to choose Fax Forward. Press OK. The LCD will ask you to enter the fax number you want your faxes to be
- 3 Enter the forwarding number (up to 20 digits).
 Press **OK**.
- Press A or ▼ to choose On or Off. Press OK.



5 Press Stop/Exit.

! IMPORTANT

If you choose Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.

Fax Storage

The Fax Storage feature lets you store your received faxes in the machine's memory. You can retrieve stored fax messages from a fax machine at another location using the remote retrieval commands. (See *Retrieving fax messages* on page 27.) Your machine will automatically print a copy of the stored fax.

- 1 Press Menu, 2, 5, 1.
- Press A or ▼ to choose Fax Storage. Press OK.
- 3 Press Stop/Exit.



If Fax Storage is turned on your machine cannot receive a colour fax unless the sending machine converts it to black & white.

PC-Fax Receive

If you turn on the PC-Fax Receive feature your machine will store received faxes in memory and send them to your PC automatically. You can then use your PC to view and store these faxes.

Even if you have turned off your PC (at night or the weekend, for example), your machine will receive and store your faxes in its memory. The LCD will show the number of stored faxes received, for example:

PC Fax Msq:001

When you start your PC and the PC-Fax Receiving software runs, your machine transfers your faxes to your PC automatically.

To transfer the received faxes to your PC you must have the PC-FAX Receiving software running on your PC. (For details, see PC-FAX receiving in the Software User's Guide.)

- 1 Press Menu, 2, 5, 1.
- 2 Press ▲ or ▼ to choose
 PC Fax Receive.
 Press OK.
- The LCD shows a reminder to start the PC-FAX Receive program on your computer. If you have started the PC-FAX Receive program, press **OK**. If you have not started the PC-FAX Receive program, see PC-FAX receiving in the Software User's Guide.
- Press ▲ or ▼ to choose <USB> or your computer name if the machine is connected to a network. Press OK.

5 Press ▲ or ▼ to choose On or Off.



Press OK.

6 Press Stop/Exit.

IMPORTANT

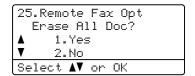
If you choose Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.



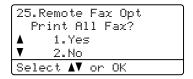
- Before you can set up PC-Fax Receive you must install the MFL-Pro Suite software on your PC. Make sure your PC is connected and turned on. (For details see PC-FAX receiving in the Software User's Guide.)
- If your machine has a problem and is unable to print faxes in memory, you can use this setting to transfer your faxes to a PC. (For details, see Error and maintenance messages in Appendix B of the Basic User's Guide.)
- PC-Fax Receive is not supported in Mac OS. (See PC-FAX receiving in the Software User's Guide.)
- Even if you have turned on the PC-Fax Receive feature, colour faxes will not be transferred to your PC. The machine prints received colour faxes.

Changing Remote Fax Options

If received faxes are left in your machine's memory when you change to another Remote Fax Option, the LCD will ask you the following message:

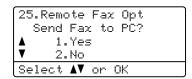


or



- If you press 1, faxes in the memory will be erased or printed before the setting changes. If a backup copy has already been printed it will not be printed again.
- If you press 2, faxes in the memory will not be erased or printed and the setting will be unchanged.

If received faxes are left in the machine's memory when you change to PC Fax Receive from another remote fax option (Fax Forward or Fax Storage), the LCD will ask you the following message:



- If you press 1, faxes in the memory will be sent to your PC before the setting changes.
- If you press 2, faxes in the memory will not be erased or transferred to your PC and the setting will be unchanged.

IMPORTANT

If you choose Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case there is a power failure before the fax is forwarded or a problem at the receiving machine.

Turning off Remote Fax Options

- 1 Press Menu, 2, 5, 1.
- Press A or ▼ to choose Off. Press OK.



The LCD will give you options if there are received faxes still in your machine's memory. (See *Changing Remote Fax Options* on page 25.)

3 Press Stop/Exit.

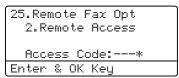
Remote retrieval

The remote retrieval feature lets you retrieve your stored fax messages when you are not at the machine. You can call your machine from any touch tone phone or fax machine, then use the Remote Access Code to retrieve your messages.

Setting a Remote Access Code

The Remote Access Code feature lets you access the remote retrieval features when you are away from your machine. Before you use the remote access and retrieval features, you have to set up your own code. The default code is an inactive code: — — —*.

1 Press Menu, 2, 5, 2.



- Enter a three-digit code using the numbers 0 9, * or #.
 Press OK.
- 3 Press Stop/Exit.



DO NOT use the same code used for your Remote Activation code (*51) or Remote Deactivation code (#51).(See *Using Remote Codes* in *Chapter 6* of the *Basic User's Guide*.)

You can change your code at any time. If you want to make your code inactive, press **Clear** and **OK** in ② to restore the default setting ———*.

Using your Remote Access Code

- 1 Dial your fax number from a telephone or another fax machine using touch tone.
- When your machine answers, immediately enter your Remote Access Code
- The machine signals if it has received messages:
 - No beeps
 No messages received.
 - 1 long beep
 Fax message received.
- The machine gives two short beeps to tell you to enter a command. The machine will hang up if you wait longer than 30 seconds before entering a command. If you enter an invalid command the machine will beep three times.
- 5 Press **9 0** to reset the machine when you have finished.
- 6 Hang up.



If your machine is set to Manual mode, you can still access the remote retrieval features. Dial the fax number as normal and let the machine ring. After 100 seconds you will hear a long beep to tell you to enter the remote access code. You will then have 30 seconds to enter the code.

Retrieving fax messages

- 1 Dial your fax number from a telephone or another fax machine using touch tone.
- When your machine answers, immediately enter your Remote Access Code (3 digits followed by *). If you hear one long beep, you have messages.
- When you hear two short beeps, use the dial pad to press 9 6 2.
- 4 Wait for a long beep, and then use the dial pad to enter the number of the remote fax machine where you want your fax messages sent, followed by ## (up to 20 digits).
- beep. Your machine will call the other machine, which will then print your fax messages.



Note

You can insert a pause in a fax number by using the # key.

Changing the Fax Forwarding number

You can change the default setting of your fax forwarding number from another telephone or fax machine using touch tone.

- 1 Dial your fax number from a telephone or another fax machine using touch tone.
- When your machine answers, enter your Remote Access Code (3 digits followed by *). If you hear one long beep, you have messages.
- When you hear two short beeps, use the dial pad to press **9 5 4**.
- 4 Wait for a long beep, and then use the dial pad to enter the new number of the remote fax machine where you want your fax messages forwarded followed by ## (up to 20 digits).
- 5 Press **9 0** to reset the machine when you have finished.
- 6 Hang up after you hear your machine beep.



You can insert a pause in a fax number by using the # key.

Remote fax commands

Follow the commands below to access features when you are away from the machine. When you call the machine and enter your Remote Access Code (3 digits followed by \ast), the system will give two short beeps and you must enter a remote command.

Rem	ote commands	Operation details
95	Change the fax forwarding or fax storage settings	
	1 OFF	You can choose Off after you have retrieved or erased all your messages.
	2 Fax Forwarding	One long beep means the change is accepted. If you hear three short beeps, you cannot change because the conditions have not been met (for example, registering a fax forwarding number). You can register the maximum number of rings. (See <i>Changing the Fax Forwarding number</i> on page 28.) Once you have registered the number, fax forwarding will work.
	4 Fax Forwarding number	
	6 Fax Storage	
96	Retrieve a fax	
	2 Retrieve all faxes	Enter the number of a remote fax machine to receive stored fax messages. (See <i>Retrieving fax messages</i> on page 27.)
	3 Erase faxes from the memory	If you hear one long beep, fax messages have been erased from the memory.
97	Check the receiving status	
	1 Fax	You can check whether your machine has received any faxes. If yes, you will hear one long beep. If no, you will hear three short beeps.
98	Change the Receive Mode	
	1 External TAD	If you hear one long beep, your change has been accepted.
	2 Fax/Tel	
	3 Fax Only	
90	Exit	Press 9 0 to exit remote retrieval. Wait for the long beep, then replace the handset.

Additional receiving operations

Printing a reduced incoming fax

If you choose On, the machine automatically reduces each page of an incoming fax to fit on one page of A4, Letter, Legal or Folio size paper.

The machine calculates the reduction ratio by using the page size of the fax and your Paper Size setting (Menu, 1, 2, 2).

- 1 Make sure you are in Fax mode 📠.
- 2 Press Menu, 2, 1, 5.
- Press ▲ or ▼ to choose On or Off.
 Press OK.
- 4 Press Stop/Exit.

Duplex (2-sided) printing for Fax mode

Your machine can automatically print received faxes onto both sides of the paper when Duplex is set to on.

You can use A4 size paper for this function $(60 \text{ to } 105 \text{ g/m}^2)$.

- 1 Make sure you are in Fax mode 👜.
- Press Menu, 2, 1, 9.
- 3 Press ▲ or ▼ to choose On (or Off).
 Press OK.
- 4 Press Stop/Exit.



When Duplex is turned on incoming faxes will automatically be reduced to fit the size of paper in the paper tray.

Setting the Fax Receive Stamp (black & white only)

You can set the machine to print the received date and time in the top centre of each received fax page.

- Make sure you are in Fax mode _____.
- Press Menu, 2, 1, 8.
- 3 Press A or ▼ to choose On or Off. Press OK.
- Press Stop/Exit.



- The received time and date will not appear when using Internet Fax.
- Make sure you have set the current date and time in the machine. (See the Quick Setup Guide.)

Setting the Print Density

You can adjust the Print Density setting to make your printed pages darker or lighter.

- Make sure you are in Fax mode .
- Press Menu, 2, 1, 6.
- 3 Press ▶ to make the print darker. Or, press ◀ to make the print lighter. Press OK.
- Press Stop/Exit.

Printing a fax from the memory

If you are using the Fax Storage feature (Menu, 2, 5, 1), you can still print a fax from the memory when you are at your machine. (See Fax Storage on page 24.)

- Press Menu, 2, 5, 3.
- Press Mono Start.
- Press Stop/Exit.

Polling overview

Polling lets you set up your machine so other people can receive faxes from you, but they pay for the call. It also lets you call somebody else's fax machine and receive a fax from it, so you pay for the call. The polling feature needs to be set up on both machines for this to work. Not all fax machines support polling.

Polling receive

Polling receive lets you call another fax machine to receive a fax.

- 1 Make sure you are in Fax mode ...
- 2 Press Menu, 2, 1, 7.
- Press ▲ or ▼ to choose Standard.
 Press OK.

Polling RX Dial & Start

4 Enter the fax number you are polling. Press **Mono Start** or **Colour Start**.

Secure polling

Secure polling lets you restrict who can get the documents you set up to be polled. Secure polling only works with Brother fax machines. If you want to get a fax from a secured Brother machine you have to enter the secure code.

- 1 Make sure you are in Fax mode 🔳
- Press Menu, 2, 1, 7.
- 3 Press ▲ or ▼ to choose Secure.
 Press OK.
- 4 Enter a four-digit secure code.
 Press **OK**.
 This is the security code of the fax machine you are polling.
- 5 Enter the fax number you are polling.
- 6 Press Mono Start or Colour Start.

Delayed polling

Delayed polling lets you set the machine to begin polling receive at a later time. You can only set up *one* delayed polling operation.

- Press Menu, 2, 1, 7.
- 3 Press ▲ or ▼ to choose Timer.
 Press OK.
- 4 Enter the time (in 24-hour format) you want to begin polling.
 For example, enter 21:45 for 9:45 PM.
 Press **OK**.
- 5 Enter the fax number you are polling. Press **Mono Start** or **Colour Start**. The machine makes the polling call at the time you entered.

Sequential polling

Sequential polling lets you request documents from several fax machines in one operation.

- 1 Make sure you are in Fax mode 📠.
- Press Menu, 2, 1, 7.
- 3 Press ▲ or ▼ to choose Standard, Secure Of Timer. Press OK.
- 4 Choose one of the options below.
 - If you choose Standard go to step6.
 - If you choose Secure, enter a four-digit number, press OK, go to step 6.
 - If you chose Timer, enter the time (in 24-hours format) you want to begin polling and press OK, go to step 5.
- Specify the destination fax machines you want to poll by using One Touch, Speed Dial, Search, a Group or the dial pad. You must press **OK** between each location.
- 6 Press Mono Start or Colour Start.

Stop polling

To cancel the polling process, press **Stop/Exit** while the machine is dialling.

To cancel all sequential polling receive jobs, press **Menu**, **2**, **7**. (See *Checking and cancelling waiting jobs* on page 18.)

Dialling and storing numbers

Telephone line services

BT Call Sign (U.K. only)

The BT Call Sign subscriber service is a way to have a separate number for your machine, it allows you to have at least two separate telephone numbers on one phone line. Each phone number has its own distinctive ringing pattern.

You can set up your machine so that it only responds to the second number.

When you set the BT Call Sign feature to ON, the receive mode is set to Manual automatically. Manual mode will not respond to incoming telephone calls, since the number you use for telephone calls will use the normal ring pattern. If you turn the feature off, your receive mode will remain on Manual.

To enable the machine to work with BT Call Sign

This feature will only work with your external phone.

- 1 Press Menu, 2, 0, 2. The screen displays the current setting.
- Press ▲ or ▼ to choose on or off. Press OK.
- 3 Press Stop/Exit.

Additional dialling operations

Combining quick dial numbers

You can combine more than one quick dial number when you dial. This feature may be useful if you need to dial an access code for a cheaper rate from another long distance carrier.

For example, you might have stored '555' in Speed Dial #003 and '7000' in Speed Dial #002. You can use them both to dial '555-7000' if you press the following keys:

Press ▲ Speed Dial, 003.

Press A Speed Dial, 002 and Mono Start or Colour Start.

Numbers can be added manually by entering them on the dial pad:

Press ▲ Speed Dial, 003, 7001 (on the dial pad), and Mono Start or Colour Start.

This would dial '555–7001'. You can also add a pause by pressing **Redial/Pause** key.

Additional ways to store numbers

Setting up Groups for Broadcasting

If you often want to send the same fax message to many fax numbers you can set up a group.

Groups are stored on a One Touch key or a Speed Dial number. Each group uses up a One Touch key or a Speed Dial location. You can then send the fax message to all the numbers stored in a group just by pressing a One Touch key or entering a Speed Dial number, and then pressing **Mono Start**.

Before you can add numbers to a group, you need to store them as One Touch or Speed Dial numbers. You can have up to 20 small groups, or you can assign up to 315 numbers to one large group.

1 Press Menu, 2, 3, 3.

23.Address Book 3.Setup Groups Group Dial: Press Speed Dial or On

- Choose the One Touch key or Speed Dial location where you want to store the group.
 - Press a One Touch key.
 - Press ▲ Speed Dial and then enter the three-digit Speed Dial location.

Press OK.

3 Use the dial pad to enter a group number (01 to 20).
Press **OK**.

- 4 To add One Touch or Speed Dial numbers follow the instructions below:
 - For One Touch numbers, press the One Touch keys one after the other.
 - For Speed Dial numbers, press A Speed Dial and then enter the three-digit Speed Dial location.

The LCD will display your chosen One Touch numbers with a * and Speed Dial numbers with a # (for example *006, #009).

- 5 Press **OK** when you have finished adding numbers.
- 6 Do one of the following:
 - Enter the name using the dial pad (up to 15 characters). Use the chart on *Entering text* in *Appendix C* of the *Basic User's Guide* to help you enter letters.

Press OK.

- Press **OK** to store the group without a name.
- If you want to save a fax resolution along with the number, choose one of the options below:
 - To store the fax resolution, press ▲ or ▼ to select Std, Fine, S.Fine Or Photo.

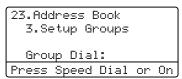
Press OK.

- Press OK if you do not want to change the default resolution.
- 8 Do one of the following:
 - To store another group for broadcasting, go to step 2.
 - To finish storing groups for broadcasting, press Stop/Exit.

Changing Group numbers

You can change a Group number that has already been stored. The LCD will show the name or number, and if the Group has a fax forwarding number, it will display a message.

1 Press Menu, 2, 3, 3.



- Choose the One Touch key or Speed Dial number where the group is stored. Do one of the following:
 - Press the One Touch key. Press **OK**.
 - Press ▲ Speed Dial and enter the three-digit Speed Dial number. Press OK
- Oo one of the following:
 - To change the stored data, press 1.Go to step 4.
 - To exit without making a change, press Clear. Then press Stop/Exit.

```
23.Address Book

G01:*001*002#001

▲ 1.Change

▼ 2.Clear

Select ▲▼ or OK
```

- 4 Add or delete One Touch or Speed Dial numbers by following the instructions below:
 - To add One Touch numbers, press or to position the cursor just after the last number. Then press the additional One Touch key.
 - To add Speed Dial numbers, press or to position the cursor just after the last number. Then press A Speed Dial and then enter the additional three-digit Speed Dial number.

■ To delete One Touch or Speed Dial numbers, press ◀ or ▶ to position the cursor under the number you want to delete, and then press Clear.

Press OK.

- 5 Edit the name by the following instruction.
 - When you edit the existing name, press or to position the cursor under the character you want to change. Then enter characters or press Clear to delete it.

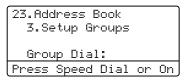
When you have finished editing, press **OK**.

- 6 If you want to change the existing fax resolution along with the number, press ▲ or ▼ to choose the resolution you want.
 Press OK.
- 7 Press Stop/Exit.

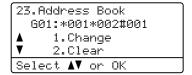
Deleting Group numbers

You can delete a Group number that has already been stored. The LCD will show the name or number, and if the Group has a fax forwarding number, it will display a message.

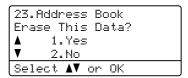
1 Press Menu, 2, 3, 3.



- 2 Choose the One Touch key or Speed Dial number where the group is stored. Do one of the following:
 - Press the One Touch key. Press **OK**.
 - Press ▲ Speed Dial and enter the three-digit Speed Dial number. Press OK.
- To clear the stored data, press 2.



- 4 Do one of the following:
 - To clear the stored data, press 1.
 - To exit without deleting the group, press 2.



5 Press Stop/Exit.

Printing reports

Fax reports

Some fax reports (transmission verification and fax journal) can be printed automatically and manually.

Transmission verification report

You can use the Transmission Verification Report as proof that you sent a fax. (For details about how to set up the type of report you want, see *Transmission Verification* Report in Chapter 4 of the Basic User's Guide.)

Fax Journal

You can set the machine to print a fax journal (activity report) at specific intervals (every 50 faxes, 6, 12 or 24 hours, 2 or 7 days). The default setting is Every 50 Faxes, this means that your machine will print the journal when the machine has stored 50 jobs.

If you set the interval to Off, you can still print the report by following the steps on the next page.

- 1 Press Menu, 2, 4, 2.
- Press ▲ or ▼ to choose an interval.

 Press OK.

 If you choose 7 days, you will be asked to choose a day when you want the 7 day countdown to begin.

 If you choose Every 50 Faxes, the LCD shows Accepted. Then go to step ④.
- 3 Enter the time to begin printing, in 24 hour format.
 For example: enter 19:45 for 7:45 PM. Press **OK**.
- 4 Press Stop/Exit.

If you choose 6, 12, 24 hours, 2 or 7 days, the machine will print the report at the selected time and then erase all jobs from its memory. If the machine's memory becomes full with 200 jobs before the time you chose has passed, the machine will print the journal early and then erase all jobs from memory.

If you want an extra report before it is due to print, you can print it manually without erasing the jobs from memory.

6

Reports

The following reports are available:

1 XMIT Verify

Displays the Transmission Verification Report for your last outgoing 200 faxes and prints the last report.

2 Help List

Prints a list of commonly used functions to help you program your machine.

3 Tel Index List

Prints a list of names and numbers stored in the One Touch and Speed Dial memory in numerical or alphabetical order.

4 Fax Journal

Prints a list of information about your last 200 incoming and outgoing faxes. (TX: transmit.) (RX: receive.)

5 User Settings

Print a list of your current settings.

6 Network Config

Lists your network settings.

7 Drum Dot Print

Prints the drum dot check sheet for troubleshooting of the dotted prints problem.

8 Order Form

You can print an accessories order form to fill out and send to your Brother dealer.

How to print a report

- 1 Press Menu, 6.
- 2 Do one of the following:
 - Press A or V to choose the report you want.

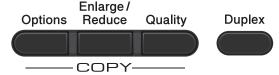
Press OK.

- Enter the number of the report you want to print. For example, press 2 to print the Help List.
- 3 Press Mono Start or Colour Start.
- 4 Press Stop/Exit.

Making copies

Copy settings

When you want to quickly change the copy settings temporarily for the next copy, use the temporary **COPY** keys. You can use different combinations.



The machine returns to its default settings one minute after copying, unless you have set the Mode Timer to 30 seconds or less. (See *Mode Timer* on page 3.)

To change a setting, press **COPY** and then press **△** or **▼** and **◄** or **▶** to scroll through the COPY settings. When the setting you want is highlighted, press **OK**.

When you are finished choosing settings, press **Mono Start** or **Colour Start**.

Stop copying

To stop copying, press Stop/Exit.

Enlarging or reducing the image copied

You can choose the following enlargement or reduction ratios:

Press	100%*
Enlarge / Reduce	97% LTR→A4
Hedde	94% A4→LTR
	91% Full Page
	85% LTR→EXE
	83% LGL→A4
	78% LGL→LTR
	70% A4→A5
	50%
	Custom(25-400%)
	200%
	141% A5→A4
	104% EXE→LTR

^{*} The factory setting is shown in Bold with an asterisk.

Custom (25-400%) allows you to enter a ratio from 25% to 400%.

To enlarge or reduce the next copy follow the instructions below:

- 1 Make sure you are in Copy mode 1.
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press Enlarge/Reduce, then press ▶.

5 Do one of the following:

■ Press ▲ or ▼ to choose the enlargement or reduction ratio you want.

Press OK.

■ Press A or ▼ to choose Custom(25-400%).

Press OK.

Use the dial pad to enter an enlargement or reduction ratio from 25% to 400%. (For example, press **5 3** to enter 53%.)

Press OK.

6 Press Mono Start or Colour Start.



Page Layout Options 2 in 1 (P), 2 in 1 (L), 2 in 1 (ID), 4 in 1 (P) and 4 in 1 (L) are *not* available with Enlarge/Reduce.

Improving copy quality

You can choose from a range of quality settings. The default setting is Auto.

■ Auto

Auto is the recommended mode for ordinary printouts. Suitable for documents that contain both text and photographs.

■ Text

Suitable for documents containing mainly text.

Photo
Better copy quality for photographs.

GraphSuitable for copying receipts.

To *temporarily* change the quality setting, follow the steps below:

- 1 Make sure you are in Copy mode 🗐).
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press Quality.
- Press ◀ or ▶ to choose Auto, Text, Photo Or Graph. Press OK.
- 6 Press Mono Start or Colour Start.

To change the *default* setting, follow the steps below:

- Press Menu, 3, 1.
- Press ▲ or ▼ to choose the copy quality.
 Press **OK**.
- 3 Press Stop/Exit.

Using the Options key

Use the **Options** key to quickly set the following copy settings temporarily for the next copy.

Press	Menu selections	Options	Page
Options	Press ▲ or ▼, then press OK	Press ▲, ▼, ◀ or ▶, then press OK	
	• OK		
	Stack/Sort	Stack*	43
	(Appears when the document is in the ADF)	Sort	
	Brightness	-■□□□+	44
		-□■□□□+	
		-□□■□□+*	
		-00080+	
		-□□□□■+	
	Contrast	- ■□□□□+	43
		-□■□□□+	
		-□□■□□+*	
		+	
		-□□□□■+	
	Page Layout	Off(1 in 1)	45
		2 in 1 (P)	
		2 in 1 (L)	
		2 in 1 (ID)	
		4 in 1 (P)	
		4 in 1 (L)	47
	Tray Select	MP>T1* or M>T1>T2* 1	47
		T1>MP or T1>T2>M ¹	
		#1 (XXX) ²	
		#2 (XXX) 12	
		MP(XXX) ²	
The factory settings are shown in Bold with an asterisk.			

¹ T2 and #2 appear only if the optional lower tray is installed.

² XXX is the paper size you set in **Menu**, **1**, **2**, **2**.

Sorting copies using the ADF

You can sort multiple copies. Pages will be stacked in the order 1 2 3, 1 2 3, 1 2 3, and so on.

- 1 Make sure you are in Copy mode 📳.
- 2 Load your document in the ADF.
- 3 Use the dial pad to enter the number of copies (up to 99).
- Press Options. Press ▲ or ▼ to choose Stack/Sort.
 Press OK.
- Fress A or V to choose Sort.
 Press OK.
- 6 Press Mono Start or Colour Start.

Adjusting Contrast, Colour and Brightness

Contrast

Adjust the contrast to help an image look sharper and more vivid.

To *temporarily* change the contrast setting, follow the steps below:

- 1 Make sure you are in Copy mode 📳 .
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- Press Options.
 Press ▲ or ▼ to choose Contrast.
 Press OK.
- Press ◀ or ▶ to increase or decrease the contrast.
 Press OK.
- 6 Press Mono Start or Colour Start.

To change the *default* setting follow the steps below:

- 1 Press Menu, 3, 3.
- Press ◀ or ▶ to increase or decrease the contrast.
 Press OK.
- 3 Press Stop/Exit.

Brightness

Adjust the copy brightness to make copies darker or lighter.

To *temporarily* change the copy brightness setting, follow the steps below:

- 1 Make sure you are in Copy mode 📳 .
- Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press Options.

 Press ▲ or ▼ to choose Brightness.

 Press OK.
- Press ◀ or ▶ to make a lighter copy or a darker copy. Press OK.
- 6 Press Mono Start or Colour Start.

To change the *default* setting follow the steps below:

- 1 Press Menu, 3, 2.
- Press ◀ or ▶ to make a lighter copy or a darker copy.
 Press OK.
- 3 Press Stop/Exit.

Colour Adjust (Saturation)

You can change the default setting for colour saturation.

To change the *default* setting follow the steps below:

- 1 Press Menu, 3, 4.
- Press ▲ or ▼ to choose 1.Red, 2.Green, or 3.Blue. Press OK.
- 3 Press ◀ or ▶ to increase or decrease the colour saturation. Press OK.
- A Return to step 2 to choose the next colour. Or press Stop/Exit.

7

Making N in 1 copies (page layout)

You can reduce the amount of paper used when copying by using the N in 1 copy feature. This allows you to copy two or four pages onto one page. If you want to copy both sides of an ID card onto one page, see 2 in 1 ID Copy on page 46.

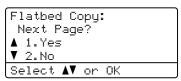
! IMPORTANT

- Please make sure the paper size is set to Letter, A4, Legal or Folio.
- (P) means Portrait and (L) means Landscape.
- You cannot use the Enlarge/Reduce setting with the N in 1 feature.
- 1 Make sure you are in Copy mode 📳 .
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press Options. Press ▲ or ▼ to choose Page Layout. Press OK.
- Press ▲ or ▼ to choose Off(1 in 1),
 2 in 1 (P), 2 in 1 (L),
 2 in 1 (ID) ¹, 4 in 1 (P) or
 4 in 1 (L).
 Press OK.
 - For details about 2 in 1 (ID), see 2 in 1 ID Copy on page 46.
- 6 Press Mono Start or Colour Start to scan the page.

If you placed the document in the ADF, the machine scans the pages and starts printing.

If you are using the scanner glass, go to step **7**.

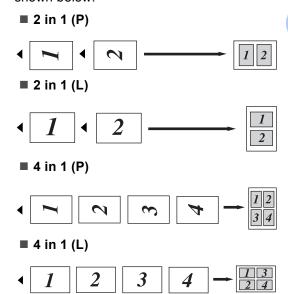
7 After the machine scans the page, press 1 to scan the next page.



- 8 Put the next page on the scanner glass. Press **OK**. Repeat steps **7** and **3** for each page of the layout.
- 9 After all the pages have been scanned, press **2** in step **7** to finish.

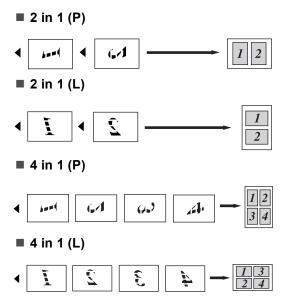
If you are copying from the ADF:

Insert your document *face up* in the direction shown below:



If you are copying from the scanner glass:

Insert your document *face down* in the direction shown below:



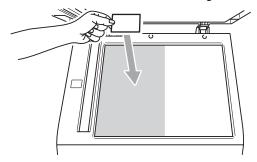
2 in 1 ID Copy

You can copy both sides of your identification card onto one page, keeping the original card size.



You can copy an identification card to the extent permitted under applicable laws. See *Unlawful use of copying equipment* in the *Safety and Legal Booklet*.

- 1 Press (COPY).
- 2 Place your identification card *face down* on the left side of the scanner glass.



- Even if a document is placed on the ADF, the machine scans the data from the scanner glass.
- 3 Press Options. Press ▲ or ▼ to choose Page Layout. Press OK.
- Press ▲ or ▼ to choose 2 in 1 (ID).
 Press OK.
- Press Mono Start or Colour Start.

 After the machine scans the first side of the card, the LCD will display the following instruction.

Turn over the ID Then Press Start

Turn over your identification card and place it at the left side of the scanner glass. Press Mono Start or Colour Start. The machine scans the other side of the card and prints the page.



When 2 in 1 ID Copy is chosen, the machine sets the quality to Photo and the contrast to $+2 (-\square\square\square\square\blacksquare+)$.

Tray selection

You can change the Tray Use only for the next copy.

- 1 Make sure you are in Copy mode 1.
- 2 Load your document.
- 3 Use the dial pad to enter the number of copies (up to 99).
- 4 Press Options. Press ▲ or ▼ to choose Tray Select. Press OK.
- 5 Press ◀ or ▶ to choose the MP>T1, M>T1>T2 ¹, T1>MP, T1>T2>M ¹, #1 (XXX) ², #2 (XXX) ¹² or MP (XXX) ².
 - T2 and #2 appears only if the optional lower tray is installed.
 - 2 XXX is the paper size you set in **Menu**, **1**, **2**, **2**.
- 6 Press Mono Start or Colour Start.



To change the default setting for Tray Select, see *Tray Use in copy mode* in *Chapter 2* of the *Basic User's Guide*.

Duplex (2-sided) copying

If you want to use the automatic duplex copy feature, load your document in the ADF.

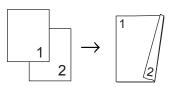
If you get an Out of Memory message while you are making duplex copies, try installing extra memory. (See *Installing extra memory* on page 61.)

Duplex Copy (long edge flip)

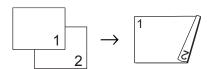
MFC-9460CDN

■ 1 sided - 2 sided L

Portrait



Landscape

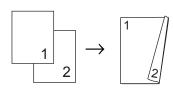


- 1 Make sure you are in Copy mode 📳 .
- 2 Load your document.
- 3 Enter the number of copies (up to 99) using the dial pad.
- 4 Press **Duplex** and **\(\)** or **\(\)** to select 1sided→2sided L. Press **OK**.
- 5 Press Mono Start or Colour Start to copy the document.

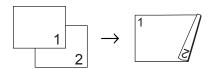
MFC-9465CDN

■ 1 sided → 2 sided

Portrait

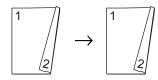


Landscape

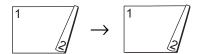


■ 2 sided → 2 sided

Portrait

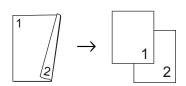


Landscape

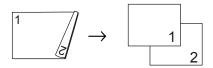


■ 2 sided - 1 sided

Portrait



Landscape



- 1 Make sure you are in Copy mode 📳.
- 2 Load your document.
- 3 Enter the number of copies (up to 99) using the dial pad.

4 Press **Duplex** and **▲** or **▼** to select

1sided → 2sided, 2sided → 2sided or 2sided → 1sided.

Press **OK**.

5 Press Mono Start or Colour Start to copy the document.

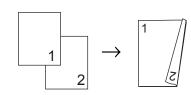
7

Advanced Duplex Copy (short edge flip)

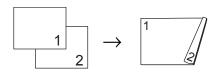
MFC-9460CDN

■ 1 sided → 2 sided S

Portrait



Landscape

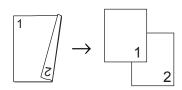


- 1 Make sure you are in Copy mode 1.
- 2 Load your document.
- 3 Enter the number of copies (up to 99) using the dial pad.
- 4 Press Duplex and ▲ or ▼ to select 1sided→2sided S.
 Press OK.
- 5 Press Mono Start or Colour Start to copy the document.

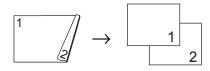
MFC-9465CDN

■ Advanced 2 sided → 1 sided

Portrait

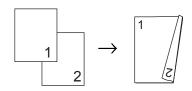


Landscape

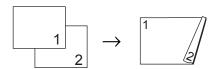


■ Advanced 1 sided → 2 sided

Portrait



Landscape



- 1 Make sure you are in Copy mode 🗐 .
- 2 Load your document.
- 3 Enter the number of copies (up to 99) using the dial pad.
- Press **Duplex** and **△** or **▼** to select Advanced.
 Press **OK**.
- Press ▲ or ▼ to select 2sided → 1sided or 1sided → 2sided. Press OK.
- 6 Press Mono Start or Colour Start to copy the document.

A

Routine maintenance

Cleaning and checking the machine

Clean the outside and inside of the machine regularly with a dry, lint-free cloth. When you replace the toner cartridge or the drum unit, make sure that you clean the inside of the machine. If printed pages are stained with toner, clean the inside of the machine with a dry, lint-free cloth.

⚠ WARNING

DO NOT use cleaning materials that contain ammonia, alcohol, any type of spray, or any type of flammable substance to clean the outside or inside of the machine. Doing this may cause a fire or electrical shock.

See To use the product safely in the Safety and Legal Booklet for how to clean the machine.







Be careful not to inhale toner.

! IMPORTANT

Use neutral detergents. Cleaning with volatile liquids such as thinner or benzine will damage the surface of the machine.

Checking the Page Counters

You can see the machine's Page Counters for copies, printed pages, reports and lists, faxes or a summary total.

- 1 Press Menu, 8, 2.
- Press A or V to see Total, Fax/List, Copy Of Print.
- 3 Press Stop/Exit.

Checking the remaining life of parts

You can see the machine's parts life on the LCD.

1 Press Menu, 8, 3.

83.Parts Life
1.Drum
2.Belt Unit
3.Fuser
Select AV or OK

- Press ▲ or ▼ to choose 1.Drum, 2.Belt Unit, 3.Fuser, 4.Laser, 5.PF Kit MP, 6.PF Kit 1 Or 7.PF Kit 2. Press OK.
- 3 Press Stop/Exit.

Replacing periodic maintenance parts

The periodic maintenance parts will need to be replaced regularly to maintain the print quality. The parts listed below will have to be replaced after printing approximately 50,000 pages ¹ for PF Kit MP and 100,000 pages ¹ for PF Kit 1, PF Kit 2, Fuser and Laser. Please call your Brother dealer when the following messages appear on the LCD.

¹ A4 or Letter size single-sided pages.

LCD message	Description
Replace Parts Fuser Unit	Replace the fuser unit.
Replace Parts Laser Unit	Replace the laser unit.
Replace Parts PF Kit 1	Replace the paper feeding kit for the paper tray.
Replace Parts PF Kit 2	Replace the paper feeding kit for the lower tray (option).
Replace Parts PF Kit MP	Replace the paper feeding kit for the multi-purpose tray.

Packing and shipping the machine

A WARNING

This machine is heavy and weighs approximately 26.5 kg. To prevent possible injuries at least two people should lift the machine. Be careful not to pinch your fingers when you put the machine down.



If you use a Lower Tray, carry it separately from your machine.

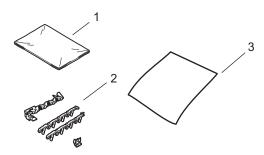
IMPORTANT

When shipping the machine, the waste toner box must be removed from the machine and put in a plastic bag, and then sealed. Failure to remove it and put it in a plastic bag before shipping may cause severe damage to the machine and may void the warranty.



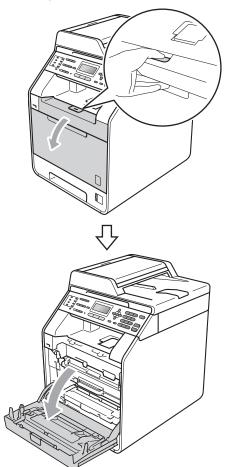
If for any reason you must ship your machine, carefully repack the machine in the original packaging to avoid any damage during transit. The machine should be adequately insured with the carrier.

Make sure that you have the following parts for repacking:

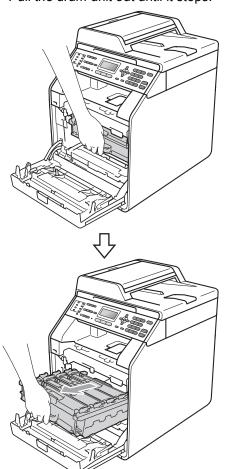


- 1 Plastic bag for the waste toner box
- 2 Orange packing materials for locking the internal parts (4 pieces)
- 3 A piece of paper (A4 or Letter) to protect the belt unit (Please supply this yourself)

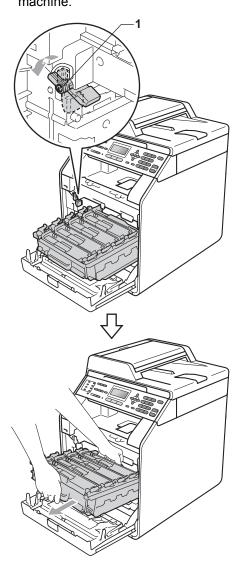
- 1 Turn off the machine. Unplug the telephone line cord first, disconnect all cables, and then unplug the power cord from the electrical socket.
- 2 Press the front cover release button and then open the front cover.



Hold the green handle of the drum unit. Pull the drum unit out until it stops.

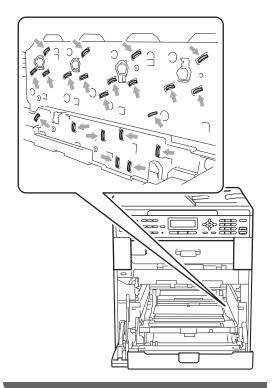


4 Turn the green lock lever (1) at the left of the machine anticlockwise to the release position. Holding the green handles of the drum unit, lift the front of the drum unit and remove it from the machine.

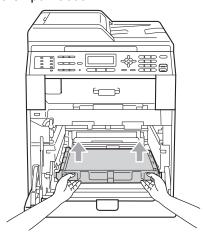


! IMPORTANT

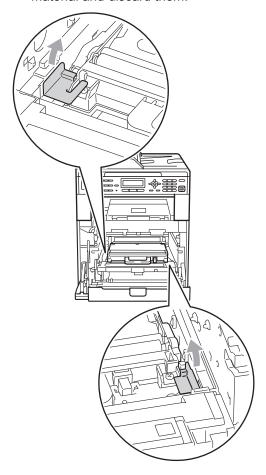
- Hold the green handles of the drum unit when you carry it. DO NOT hold the sides of the drum unit.
- We recommend that you place the drum unit on a clean, flat surface with a piece of disposable paper underneath it in case you accidentally spill or scatter toner.
- Handle the toner cartridge and the waste toner box carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once.
- To prevent damage to the machine from static electricity, DO NOT touch the electrodes shown in the illustration.



5 Hold the green handle of the belt unit with both hands and lift the belt unit up, then pull it out.



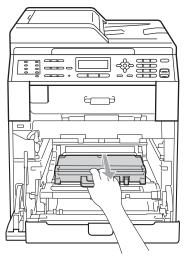
6 Remove two pieces of orange packing material and discard them.





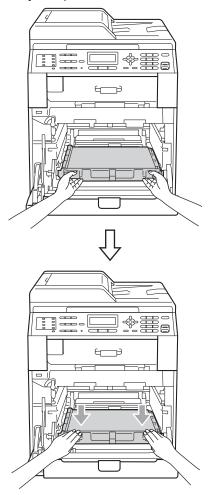
This step is only necessary when you are replacing the waste toner box for the first time, and is not required for the replacement waste toner box. The orange packing pieces are installed at the factory to protect your machine during shipment.

Remove the waste toner box from the machine using the green handle, and then put it in a plastic bag and seal the bag completely.

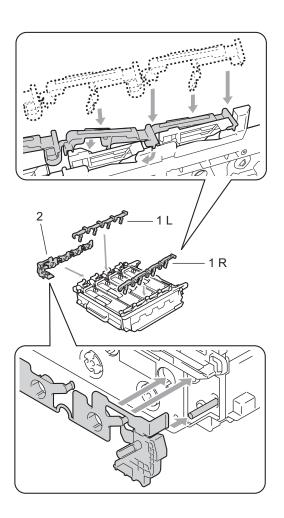


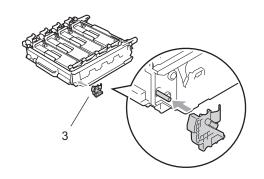
! IMPORTANT

Handle the waste toner box carefully. If toner scatters on your hands or clothes, wipe or wash it off with cold water at once. 8 Put the belt unit back into the machine. Make sure the belt unit is level and fits firmly into place.

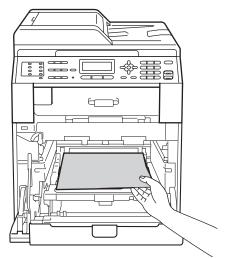


- Install orange packing materials to the drum unit as follows:
 - To secure the toner cartridges, install the matching orange packing strips (1) (marked L and R) to the drum unit on the left and right sides, as shown in the illustration.
 - Attach the orange packing strip (2) to the left side of the drum unit, as shown in the illustration.
 - Slide the small orange packing material (3) onto the metal shaft on the right side of the drum unit, as shown in the illustration.

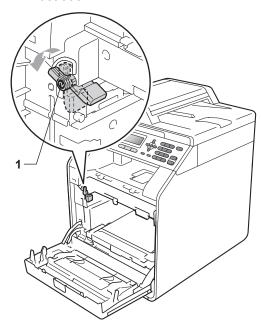




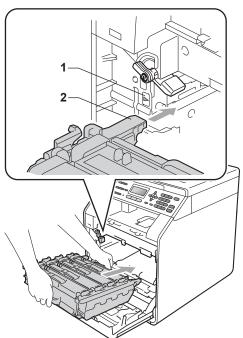
10 Put a piece of paper (A4 or Letter) on the belt unit to prevent damage to the belt unit.



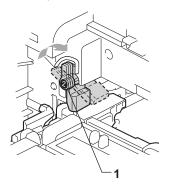
11 Make sure the green lock lever (1) is in the release position as shown in the illustration.



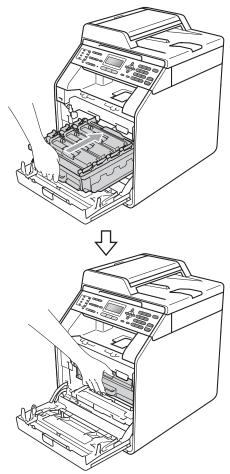
Match the guide ends (2) of the drum unit to the ▶ marks (1) on both sides of the machine, then gently slide the drum unit into the machine until it stops at the green lock lever.



Turn the green lock lever (1) clockwise to the lock position.

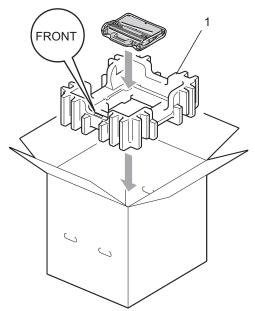


14 Push the drum unit in until it stops.

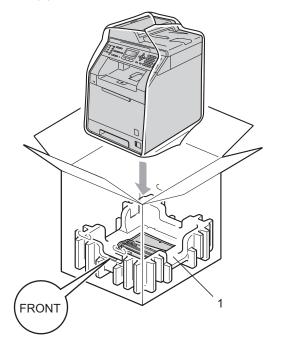


15 Close the front cover of the machine.

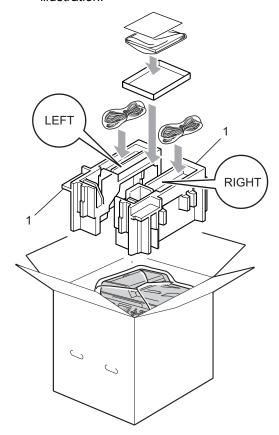
Put the Styrofoam piece (1) into the carton. Then put the waste toner box in the Styrofoam piece.



Wrap the machine with a plastic bag. Put the machine on the Styrofoam piece (1).



Put the two styrofoam pieces (1) into the carton matching the right of the machine to the "RIGHT" mark on one of the styrofoam pieces, and the left of the machine to the "LEFT" mark on the other styrofoam piece. Put the AC power cord and printed materials in the original carton as shown in the illustration.



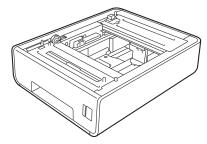
19 Close the carton and tape it shut.

Options

Optional paper tray (LT-300CL)

An optional lower tray can be installed, and it can hold up to 500 sheets of 80 g/m² paper.

When an optional tray is installed, the machine can hold up to 800 sheets of plain paper.



For setup, see the Instructions that we have supplied with the lower tray unit.

Memory board

MFC-9465CDN has 256 MB of standard memory and MFC-9460CDN has 128 MB. Both models have one slot for optional memory expansion. You can increase the memory up to maximum of 512 MB for MFC-9465CDN and 384 MB for MFC-9460CDN by installing one SO-DIMM (Small Outline Dual In-line Memory Module).

SO-DIMM Types

You can install the following SO-DIMMs:

- 128 MB Kingston KTH-LJ2015/128
- 256 MB Kingston KTH-LJ2015/256
- 128 MB Transcend TS128MHP422A
- 256 MB Transcend TS256MHP423A



- For more information, visit the Kingston Technology website at http://www.kingston.com/.
- For more information, visit the Transcend website at http://www.transcend.com.tw/.

In general, the SO-DIMM must have the following specifications:

Type: 144-pin and 16-bit output

CAS latency: 4

Clock frequency: 267 MHz (533 Mb/S/Pin) or

more

Capacity: 64, 128 or 256 MB Height: 30.0 mm (1.18 in.) DRAM type: DDR2 SDRAM



- There might be some SO-DIMMs that will not work with the machine.
- For more information, call the dealer you bought the machine from or Brother Customer Service.

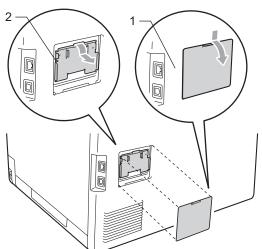
Installing extra memory

- Turn off the machine's power switch.
 Unplug the telephone line cord.
- 2 Disconnect the interface cable from the machine, and then unplug the power cord from the electrical socket.



Be sure to turn off the machine's power switch before you install or remove the SO-DIMM.

3 Remove the plastic (1) and then metal (2) SO-DIMM covers.

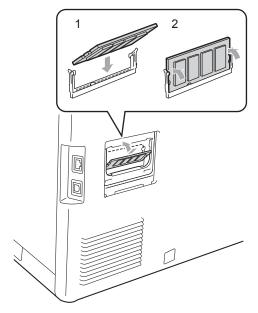


4 Unpack the SO-DIMM and hold it by its edges.

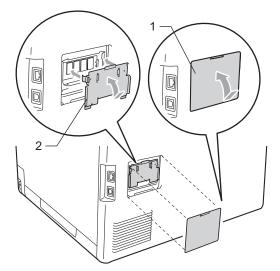
IMPORTANT

To prevent damage to the machine from static electricity, DO NOT touch the memory chips or the board surface.

b Hold the SO-DIMM by the edges and align the notches in the SO-DIMM with the protrusions in the slot. Insert the SO-DIMM diagonally (1), then tilt it toward the interface board until it clicks into place (2).



6 Put the metal (2) and then the plastic (1) SO-DIMM covers back on.



Plug the machine's power cord back into the electrical socket first, and then connect the interface cable.

8 Plug in the telephone line cord. Turn on the machine's power switch.



To make sure that you have installed the SO-DIMM properly, you can print the user settings page that shows the current memory size. (See *How to print a report* on page 39.)

Glossary

This is a comprehensive list of features and terms that appear in Brother manuals. Availability of these features depends on the model you purchased.

ADF (automatic document feeder)

The document can be placed in the ADF and scanned one page at a time automatically.

Auto Reduction

Reduces the size of incoming faxes.

Automatic fax transmission

Sending a fax without picking up the handset of the external telephone.

Automatic Redial

A feature that enables your machine to redial the last fax number after five minutes if the fax did not go through because the line was busy.

Backup Print

Your machine prints a copy of every fax that is received and stored in memory. This is a safety feature so you will not lose messages during a power failure.

Batch Transmission

As a cost saving feature, all delayed faxes to the same fax number will be sent as one transmission.

Beeper Volume

Volume setting for the beep when you press a key or make an error.

Broadcasting

The ability to send the same fax message to more than one location.

BT Call Sign

A subscriber service purchased from the telephone company in U.K. that gives you another phone number on an existing phone line. The Brother machine uses the new number to simulate a dedicated fax line.

Cancel Job

Cancels a programmed print job and clears the machine's memory.

CNG tones

The special tones (beeps) sent by fax machines during automatic transmission to tell the receiving machine that a fax machine is calling.

Coding method

Method of coding the information contained in the document. All fax machines must use a minimum standard of Modified Huffman (MH). Your machine is capable of greater compression methods, Modified Read (MR), Modified Modified Read (MMR) and JBIG, if the receiving machine has the same capability.

Communication error (or Comm. Error)

An error during fax sending or receiving, usually caused by line noise or static.

Compatibility group

The ability of one fax unit to communicate with another. Compatibility is assured between ITU-T Groups.

Contrast

Setting to compensate for dark or light documents, by making faxes or copies of dark documents lighter and light documents darker.

Delayed Fax

Sends your fax at a specified later time that day.

Dual Access

Your machine can scan outgoing faxes or scheduled jobs into memory at the same time it is sending a fax or receiving or printing an incoming fax.

ECM (Error Correction Mode)

Detects errors during fax transmission and resends the pages of the fax that had an error.

Extension telephone

A telephone on the fax number that is plugged into a separate wall socket.

External phone

A TAD (telephone answering device) or telephone that is connected to your machine.

F/T Ring Time

The length of time that the Brother machine fast double-rings (when the Receive Mode setting is Fax/Tel) to notify you to pick up a voice call that it answered.

Fax Detect

Enables your machine to respond to CNG tones if you interrupt a fax call by answering it.

Fax Forwarding

Sends a fax received into the memory to another pre-programmed fax number.

Fax Journal

Lists information about the last 200 incoming and outgoing faxes. TX means Transmit. RX means Receive.

Fax Storage

You can store faxes in the memory.

Fax tones

The signals sent by sending and receiving fax machines while communicating information.

Fax/Tel

You can receive faxes and telephone calls. Do not use this mode if you are using a telephone answering device (TAD).

Fine resolution

Resolution is 203×196 dpi. It is used for small print and graphs.

Greyscale

The shades of grey available for copying and faxing photographs.

Group number

A combination of One Touch and Speed Dial numbers that are stored on a One Touch key or in a Speed Dial location for Broadcasting.

Help List

A printout of the complete Menu table that you can use to program your machine when you do not have the User's Guides with you.

Journal Period

The pre-programmed time period between automatically printed Fax Journal Reports. You can print the Fax Journal on demand without interrupting the cycle.

LCD (liquid crystal display)

The display screen on the machine that shows interactive messages during On-Screen Programming and shows the date and time when the machine is idle.

Manual fax

When you lift the handset of your external telephone so you can hear the receiving fax machine answer before you press **Mono Start** or **Colour Start** to begin transmission.

Menu mode

Programming mode for changing your machine's settings.

OCR (optical character recognition)

ScanSoft™ PaperPort™ 12SE with OCR or Presto! PageManager software application converts an image of text to text you can edit.

One Touch

Keys on the machine's control panel where you can store numbers for easy dialling. You can store a second number on each key if you press **Shift** and the One Touch key together.

Out of Paper Reception

Receives faxes into the machine's memory when the machine is out of paper.

Overseas Mode

Makes temporary changes to the fax tones to accommodate noise and static on overseas telephone lines.

Pause

Allows you to place a 2.8 second delay in the dialling sequence while you are dialling using the dial pad or while you are storing One Touch and Speed Dial numbers. Press **Redial/Pause** as many times as needed for longer pauses.

Polling

The process of a fax machine calling another fax machine to retrieve waiting fax messages.

Pulse

A form of rotary dialling on a telephone line.

Real Time Transmission

When memory is full, you can send faxes in real time.

Remaining Jobs

You can check which programmed fax jobs are waiting in the memory and cancel the jobs individually.

Remote Access Code

Your own four-digit code (- - -*) that allows you to call and access your machine from a remote location.

Remote Activation code

Press this code (* 5 1) when you answer a fax call on an extension or external telephone.

Remote Retrieval Access

The ability to access your machine remotely from a touch tone telephone.

Resolution

The number of vertical and horizontal lines per inch.

Ring Delay

The number of rings before the machine answers in Fax Only and Fax/Tel modes.

Ring Volume

Volume setting for the machine's ring.

Scanning

The process of sending an electronic image of a paper document into your computer.

Search

An electronic, alphabetical listing of stored One Touch, Speed Dial and Group numbers.

Speed Dial

A pre-programmed number for easy dialling. Press **A Speed Dial**, then enter the three-digit Speed Dial location and press **Mono Start** or **Colour Start** to begin the dialling process.

Station ID

The stored information that appears on the top of faxed pages. It includes the sender's name and fax number.

TAD (telephone answering device)

You can connect an external TAD to your machine.

Tel Index List

A listing of names and numbers stored in One Touch and Speed Dial memory, in numerical order.

Temporary settings

You can choose certain options for each fax transmission and copy without changing the default settings.

Tone

A form of dialling on the telephone line used for Touch Tone telephones.

Transmission

The process of sending faxes over the telephone lines from your machine to the receiving fax machine.

User Settings List

A printed report that shows the current settings of the machine.

Xmit Report (Transmission Verification Report)

A listing for each transmission, that shows its date, time and number.

D

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Windows[®]
See Software User's Guide.
Wireless Network
See Quick Setup Guide and Network
User's Guide.



The machine is approved for use in the country of purchase only, local Brother companies or their dealers will only support machines purchased in their own countries.